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ABSTRACT

This document presents the appendix to the final report on the Child and Family Resource Program (CFRP), a Head Start-affiliated program designed to promote community and family involvement in fostering optimum development of preschool children. (The final report was contained in a series of documents, which included program descriptions from each of the 11 demonstration sites of the national CFRP.) The first sections of the appendix present descriptions of the development and implementation of (1) the CFRP information reporting system including data collection instruments and administrative procedures used at each site, and (2) the CFRP cost study. The remaining sections, comprising more than three fourts of the appendix, consist of sample information system forms and cost study forms. (JMB)

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APPENDIX TO FINAL REPORT

CHILD AND FAMILY RESOURCE PROGRAM

Under Contract No. HEW-OS-74-274

Submitted To:

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Submitted By:

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June 30, 1975

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INFORMATION REPORTING SYSTEM

A. Information Reporting System Development

A careful, planned approach is necessary to develop and implement an information reporting system. In the case of the CFRP information system, the initial step was to work closely with the CFRP principals at OCD to reach mutual agreement and understanding on their information requirements and needs. A corollary objective to these requirements was the design of a system which was uncomplicated, yet thorough, and that provided the grantees with viable management information to assist in local program decision making.

In order to accomplish these initial and necessary accords DA was involved in extended discussions with national CFRP staff. Efforts were made to be as precise as possible in developing definitions and/or descriptions of the information required, since they are prerequisites of a responsive and useful system. Thus these agreements laid the conceptual groundwork for development of the individual data collection instruments and accompanying administrative procedures/definitions which, in tandem, form the CFRP Information Reporting System.

1. Initial Development of Forms

After the agreements were reached, the task of developing the actual data collection instruments was undertaken. A brief sequence of the various activities involved in this effort is presented below to indicate the wide range of procedural and informational factors that were considered in the actual work of developing the data collection instruments:

- Preparation of draft instruments and instructions responsive to the OCD's data needs;
- Field test draft instruments to determine their potential to collect consistent and usable data from the eleven grantees (two sites were used for this purpose; Oklahoma City, Oklahoma, and Jackson, Michigan); and,
- Present information system to OCD for approval and permission to start introducing the system into the eleven CFRP sites.

As a result of the above described procedural steps the data collection instruments to be used for the initial data collection effort were developed

and finalized. Below we present a brief outline identifying each of the instruments and describing its data focus and use within the information reporting system as originally developed:

- CFRP Household Profile: Designed to ascertain individual and collective socio-demographic information on all members of the household. For example: size of family; family/race/ethnicity; one- or two-parent homes; number of children broken out by age categories; number of children; number of pregnant women; income and income compared to poverty guidelines; primary family language; reasons certain families left the program; characteristics of children(age, sex, pre-school experience, handicapped, etc.); and prevalent needs of program participants with the service used to respond to these needs (including the number of participants receiving such services and/or combination of services identified.)

  The form was designed to provide the needed information and yet protect and/or respect personal and confidential information. This profile remains with the local program. A numerical code was developed so that each participant family in each program would be identified by number. The key to the code is maintained by the local program, thereby insuring confidentiality to participants.

- Reporting Form For All Families: This form essentially provides a format for systematically summarizing and reporting the data generated by the Household Profile. This form was forwarded to DA for analysis and comparison and its data are included as part of this report.

- CFRP Staff Profile: Designed to gather personal, professional, and program data on the CFRP staff. For example: characteristics of staff relation to education and/or training; sex; age; ethnicity; previous experiences in early childhood programs; titles, roles, and functions for each; staff recruitment and selection; staff pre-service and in-service training; percentage of time spent on each program function; and, ratios of staff to children, staff to families.

  The numerical code and procedure used for the families was modified for use in this profile. Here again, all personal and individual information/data remain within the reporting program's files.

- Reporting Form For All CFRP Staff: Developed to provide a summary reporting format for staff information generated by the Staff Profile. This form was forwarded to DA for analysis and comparison, and its data are included as part of this report.

- Program Profile : This form was designed to provide a description of each program by identifying the program's components, the services related to each component, and the activities related to each of the services as well as their interrelationships. The proportion of staff time devoted to each aspect of the total program was also to be described. This form was to be forwarded to DA for analysis and comparison with the Reporting Forms for All Families and All Staff.

- Cost Summary Worksheets : These were designed to guide the programs and provide a format for the collection of relevant cost information in a systematic fashion. There was a close correlation between the cost data worksheets and the program profile.

  Program costs were to be collected by activity, service, and component. Specific cost information was also sought on cost/child/family broken out by Head Start, OCD experimental, non-federal share, and other funds identified by source; divisions of each component cost category into fixed cost/child/family and variable cost/child/family; available funding sources; deployment of project funds across program components and services; real costs; and, comparisons between CFRP and previous program structure in the community and other available experimental or comparable programs. These worksheets were to remain with the program.

- Cost Summary Forms : These forms were designed to report the data collected by the worksheets. The cost summary forms were designed to be forwarded to DA and facilitate analysis of the data according to the categories listed above.

2. Modifications

A basic factor that DA wrestled with in this study is the great variety of local program designs and options within the overall framework of the CFRP guidelines. As a result of the first hand experience gained in the course of the first reporting period, it became apparent that certain modifications and/or changes to the information system were necessary. Some of these design changes were discussed in DA's first interim report. Others were made later with changes incorporated in the second reporting period requirements.

Basically, the manner in which these changes were made was the result of DA initiating discussions with OCD and relating the experience gained during the first reporting period. During these meetings DA made specific recommendations for modifying certain data requirements and changing some reporting formats in the data collection instruments. Our recommendations were directed primarily to simplifying the data collection and reporting tasks at the local CFRP level. In addition OCD, after reviewing DA's first interim report, indicated areas where the data to be reported could be reduced without loss of needed information. This coordinated examination of the entire first reporting effort resulted in modifications to the information reporting system that were implemented for the second reporting period. Below we present a brief outline of the modifications made on each instrument.

- CFRP Household Profile

  The changes in this form were as follows: Race/ethnic background information requirements for individual family members were changed to a consideration of the family as a unit; family income reporting requirements were reduced with only the category "family income above/below the poverty line" retained; a more complete examination of handicapped children was included, i.e., a break-down of handicaps by age group within the "children 0-8" category; the original data category of "children 0-18"; was modified to report "children 0-8"; and "children 9-17" were included in a new category "Family Members Nine and Older". (Certain reporting requirements for the 9-17 age group were maintained but, in general, most reporting was included in the new category.) The last modification was primarily a design consideration to both expedite the changes previously mentioned and to provide a more efficient design format that facilitated the collecting and reporting of data.

- Reporting Form for all Families

  The changes in this form were primarily design changes to make the data categories consistent with the data collected in the Household Profiles, and to provide an efficient format for summarizing these data. In addition data reference points to allow cross-checking during the completion of the reporting form were developed in an effort to improve reporting accuracy and consistency.

- CFRP Staff Profile

  No significant changes were made.

- Reporting Form for all CFRP Staff

  No significant changes were made.

B. Implementation of Information Reporting System

1. Field Implementation

In general terms, the information reporting system (which included cost reporting categories) was developed, field tested, and received OCD approval. The next step in installing the system was field implementation. During the implementation phase an information specialist visited each of the eleven CFRP sites to train locally appointed data coordinators on instrument utilization and to provide technical assistance wherever needed in establishing the reporting system.

During these visits a potentially serious data collection problem arose. The problem focused on the amount of manpower required to provide the type of detailed data indicated by the Progam Profile Form and the cost collection forms. This was primarily due to the fact that most programs do not have an accounting system or program reporting controls that collect data in a manner compatible with the information system requirements. The required data could be produced, but only by reworking the accounting and other internal program reporting procedures. This reworking would require considerable staff time with subsequent reduction of staff availability for their primary program responsibilities. A further complication was that the wide disparity between the participating programs' accounting systems suggested that there would be a problem with inter-program data comparisons.

The magnitude of the problem, and its subsequent identification, became apparent as the individual program staffs began working with the information system. The individual program reactions were responsive and constructive in that they provided sufficient information to allow DA and OCD to understand both the seriousness of the situation and to take appropriate corrective action.

2. Revisions of Forms

OCD and DA staff met to discuss and respond to the above-described situations. Consequently, OCD revised certain contractual reporting requirements and directed DA to make the necessary changes in the information system, including instructions cancelling all cost reporting responsibility for the grantees and DA for this report period. Specifically DA was directed to modify the Program Profile, Cost Summary Worksheets and Cost Summary Forms. These revisions are briefly described below.

- Program Profile: The original reporting format examined the program to explain what activities were involved in delivering the various and necessary program services which, in turn, were shown as integral parts of the major program components (i.e., data collected by program activity, service, and component).

OCD requested revisions that resulted in data collection and summary by program category. Working in consultation with OCD, the following categories were developed and approved.

1.1 General Health, Medical, and Dental

1.2 Mental Health

1.3 Nutrition

1.4 Handicapped

2.0 Education

3.0 Social Services

4.0 Parent Involvement

5.0 Staff Training

6.0 Administration

7.0 Open for local program options

These categories form the basis for presenting program summary information on the program profile form for each grantee. This form and the accompanying administration procedures were introduced to the individual programs by DA field staff.

- Cost Summary Worksheets: The original cost worksheets were designed to collect costs in accordance with the program definitions developed in the Pregam Profile (i.e., activity, service, component). The revision to the Program Profile necessitated a complementary revision to the cost worksheets.

  The revised cost worksheets collected costs by the new program categories identified by the new Program Profile. The original cost worksheets were designed to assist the programs in compiling and collecting cost information; the revised worksheets perform the same function. The worksheets still remained with the program.

- Cost Summary Form: These were originally designed to report costs by activity, service, and component as developed by the Program Profile. The Progam Profile revisions are reflected here also. Costs were reported by the new program categories, and these forms were forwarded to DA for analysis and reporting to OCD.

C. Implementation of Cost Study

During January, February and March, Development Associates conducted an extensive and comprehensive cost study of the eleven CFR Programs. In the course of the cost collection field effort conducted in late January and early February, 1975, DA personnel visited each of the CFRP sites and worked closely with local CFRP staff to collect complete and accurate cost data covering the period October 16, 1974 , through January 15, 1975, (second three months of the second program year). In addition, it was necessary to instruct CFRP personnel in the use of the cost data collection instruments because future cost reports would be required and their preparation will rest with the local staffs. The instruments used for this study appear in the final pages of this Appendix.

Cost data collection pertaining to any social program is a complex task. Collecting cost data on all eleven CFR Programs required extensive planning and a considerable amount of field work by DA's cost specialists. The nature of the national demonstration CFRP, itself, posed major data collection problems that could be useful to the Office of Child Development. The program's focus and overall objective of individualization of service delivery to each family as a unit added to the complexity of cost data collection. This, coupled with the variety of program designs, size and type of facilities used, methods of assessment and service delivery, size of family units and age groups within family units, and the availability of local supportive service resources all contributed to the difficulty of systematic and uniform cost data collection from all programs. In developing a cost study approach that would meet OCD's requirements and provide an accurate picture of the value and cost of CFR Programs, the DA cost specialist had to consider this variety of characteristics and atypical local program options. This approach is discussed below.

1. Approach

The approach and methodology of this cost study had to be sufficiently flexible to allow for the variety of program service delivery approaches and yet be rigid enough to provide an accurate means of comparison across all eleven programs. To accomplish, this our approach followed two basic concepts. They were:

- Standard cost data collection and reporting
- Standard and uniform terminology

These two basic concepts are discussed in more detail below:

a. Standard Cost Collection and Reporting

An array of worksheets and forms had to be developed, field tested and used for this cost data collection task. These forms were designed to collect cost data by line-item, by programatic categories, and by resource. In addition, the Worksheets for each of these categories had to be developed to show which portions of the costs were fixed and variable.

The worksheets and forms used during the cost study are included in this Appendix. A discussion on the use of each of the forms will be found in a later section describing the methodology used in collecting cost data.

b. Standard Definitions

Standard terminology is extremely important when collecting cost data for comparison across eleven programs. The more detailed the definition of a term, the easier it is to place a cost factor in its proper category, because the judgement required in each case is reduced.

2. Methodology

The basic methodology used to collect CFR Program cost data required the completion of four (4) specific tasks. The tasks were:

Task 1: Design comprehensive cost collection instruments;

Task 2: Train DA cost specialists in the intricacies of the approach in order to systematically and uniformally collect cost data from each of the eleven CFR Programs;

Task 3: Implement cost data collection site visits; and

Task 4: Review, summarize and report data collected.

These four tasks were designed and implemented to achieve the following important cost study objectives:

- Design and implement a comprehensive cost data study which documents CFR Program cost figures from each of eleven CFRPs for the period October 16, 1974, through January 15, 1975. (Second three months of the second program year.)

- Train local CFR Program staff in the collection, documentation, categorization and reporting of program cost figures.

- Review, summarize and report all cost data collected to the National OCD Office.

Below we discuss how each of the four (4) tasks listed above were implemented to achieve these three important cost study objectives.

Task 1: Design Cost Collection Instruments

DA's cost specialist met several times with representatives of OCD and visited several CFR Programs to discuss and field test the comprehensive cost data collection instruments used for this study. The instruments are shown in their final form in the Appendix of this report. In developing and field testing the cost data collection instruments, DA weighed the following essential criteria:

- The forms had to remain as simple as possible so they could be utilized by local CFRP staff without requiring major outside assistance or causing any serious disturbances to the program operation.

- The forms must take into consideration the variable and sometimes unique characteristics among CFRP and the financial resources available as supportive services to families.

- The forms must present the data collected to permit comparisons among all programs.

- The forms must be useful to the OCD as well as the local programs as effective management tools.

- The procedures by which data is collected must be uniform and compatible with the accounting system used by the CFRPs.

In addition to the above, the cost collection forms had to be designed considering cost data requirements of OCD. Those requirements were finalized as the following:

- What are the total costs for each program?

  - Total costs per family unit - broken out by Head Start, OCD experimental, non-federal share and other funds identified by source.

  - Division of each cost category into fixed cost per family and variable cost per family.

- What funding sources are available to the program?
  - % Head Start
  - % OCD Experimental
  - % Funds non-Head Start identified by source
- How are project funds deployed across programatic categories?
- What are the real costs of each category, including in-kind and service from other agencies (in addition to actual funds)?
- To what services and categories do the additional resources contribute?

By reviewing the cost data collection forms that were developed with the above in mind (they appear in the final pages of this Appendix), the importance of training DA specialists in their use becomes apparent. The next section discusses training DA cost collection specialists in the use of the collection instruments.

Task 2: Training DA Cost Collection Specialists

It is important to point out here that DA used full-time professional staff members to collect the cost data from each of the eleven CFR Programs. The basic purpose of conducting a training session of DA staff was to assure uniformity of data collected and complete understanding of the study's focus and purpose.

DA's cost specialist conducted a one day training session with three additional DA personnel who were already familiar with Head Start, CFRP and other early childhood programs. These full-time professionals were experienced in accounting and cost collection studies of federally funded programs. The intent of training was to familiarize the field cost specialists with the important elements of CFRP. This staff acclimatization procedure was necessary to assure the appropriate degree of standardization in developing useful and consistent data in a program of this nature.

The training took place in DA's Washington office just prior to implementing cost data collection visits to each CFR Program in January, 1975.

In the paragraphs that follow, we discuss the methodology used to collect cost data while visiting each CFR Program.

Task 3: Implement Cost Data Collection

DA sent one cost data collection specialist to each CFRP site for one week for two (2) primary purposes. The purposes were to:

- Collect cost data on the program for the period October 16, 1974, through January 15, 1975.
- Train appropriate local CFRP staff to collect, document, categorize and report CFRP cost data.

The DA cost specialist and CFRP personnel at the sites worked very closely to assure completeness and accuracy in the cost data collection. This required a considerable amount of time and effort on the part of the local CFRP staff. It was felt that this cooperative effort presented an excellent on-the-job training opportunity for local staff, since subsequent cost report preparation will be the sole responsibility of the local programs. It is also important to note at this juncture that much of the cooperation and assistance furnished by the local programs was above and beyond what can be normally expected. The actions of these staff appeared to reflect a strong spirit of dedication to and interest in CFRP. This assistance and cooperation is appreciated by DA.

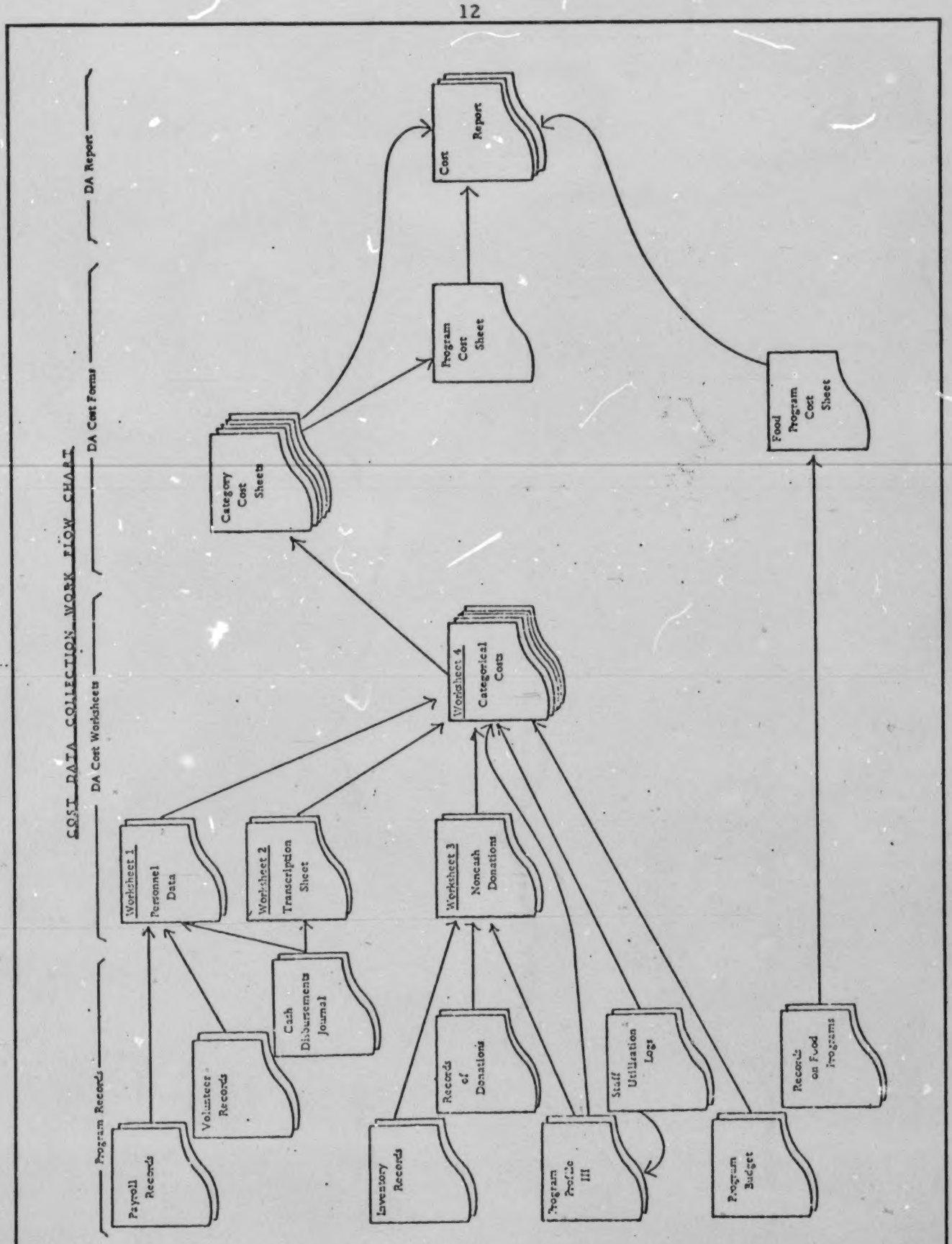
During each site visit, training and technical assistance was provided to local program staff by DA's staff member on setting up special and/or separate account records and special local systems which would serve to document necessary cost information in the proper format. The goal of this training was to provide each CFR Program with the capability to report program costs on an on-going basis.

The work flow chart on the following page indicates what program records, DA cost worksheets and DA cost report forms were utilized during each site visit by DA staff and local CFRP staff. In addition, Chart 1 - COST DATA COLLECTION WORK FLOW CHART, shows how each form and worksheet was used to collect, and record cost figures for each program.

Task 4: Review, Summarize and Report Data

All cost data collected was returned to DA's Washington office for review, summarization and reporting to OCD.

After all data was returned to DA by each cost specialist, each worksheet and cost report form was reviewed extensively for uniformity, accuracy and reconcilement. The next step was the design and development of special tables to present these data in response to OCD's needs.


COST DATA COLLECTION WORK FLOW CHART
Program Records
DA Cost Worksheets
DA Cost Forms
DA Report
Payroll Records
Volunteer Records
Cash Disbursements Journal
Worksheet 1 Personnel Data
Worksheet 2 Transcription Sheet
Inventory Records
Records of Donations
Worksheet 3 Noncash Donations
Program Profile III
Staff Utilization Logs
Worksheet 4 Categorical Costs
Program Budget
Records on Food Programs
Category Cost Sheets
Program Cost Sheet
Food Program Cost Sheet
Cost Report

D. EXHIBITS

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EXHIBIT I

Terms Used for Information System

TERMS

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PROGRAM FUNCTIONAL CATEGORIES

1.1 Health
1.2 Mental
1.3 Nutrition
1.4 Handicapped
2.0 Education
3.0 Social Services
4.0 Parent Involvement
5.0 Staff Training
6.0 Administration

SOURCES OF FINANCIAL RESOURCES

CFRP
Head Start
Other Federal
Non-Federal Matching
Non-Federal In-Kind

COST CATEGORIES

Fixed
Variable

HANDICAPPED

1. Blindness
2. Visual Impairment
3. Deafness
4. Hearing Impairment
5. Physical Handicap
6. Speech Impairment
7. Other Health or Developmental Impairment
8. Mental Retardation
9. Serious Emotional Disturbance

NON CASH DONATIONS

PROGRAM FUNCTIONAL CATEGORIES

1.1 GENERAL HEALTH, MEDICAL AND DENTAL

The general objectives of this health services category of the program are to:

- Provide a comprehensive health services program which includes a broad range of medical and dental services to preschool children, to assist the child's physical, emotional, cognitive and social development toward the overall goal of social competence.
- Promote preventive health services and early intervention.
- Provide the child's family with the necessary skills and insight and otherwise attempt to link the family to an ongoing health care system to ensure that the child continues to receive comprehensive health care even after leaving the program.

1.2 MENTAL HEALTH

The objectives of the mental health category of the health services component of the program are to:

- Assist all children participating in the program in emotional, cognitive and social development toward the overall goal of social competence in coordination with the education program and other related component activities;
- Provide children with special needs with the necessary mental health services which will ensure that the child and his family achieve the full benefits of participation in the program;
- Provide staff and parents with an understanding of child growth and development, an appreciation of individual differences, and the need for a supportive environment;
- Provide for prevention, early identification and early intervention in problems that interfere with a child's development;
- Develop a positive attitude toward mental health services and a recognition of the contribution of psychology, medicine, social services, education and other disciplines to the mental health program; and
- Mobilize community resources to serve children with problems that prevent them from coping with their environment.

1.3 NUTRITION

The objectives of the nutrition category of the health services component of the program are to:

- Help provide food which will help meet the child's daily nutritional needs in the child's home or in another clean and pleasant environment, recognizing individual differences and cultural patterns, and thereby promote sound physical, social, and emotional growth and development.

- Provide an environment for nutritional services which will support and promote the use of the feeding situation as an opportunity for learning;

- Help staff, child and family to understand the relationship of nutrition to health, factors which influence food practices, variety of ways to provide for nutritional needs and to apply this knowledge in the development of sound food habits even after leaving the program;

- Demonstrate the interrelationships of nutrition to other activities of the program and its contribution to the overall child development goals; and

- Involve all staff, parents and other community agencies as appropriate in meeting the child's nutritional needs so that nutritional care provided complements and supplements that of the home and community.

1.4 HANDICAPPED

The general objectives of the handicapped category of the health services of the program are to:

- Provide handicapped children and children with special needs with the necessary mental health services which will ensure that the child and family achieve the full benefits of participation in the program.

Definitions of the various handicaps are shown on the following page.

2.0 EDUCATION

The objectives of the Education Services category of the program are to:

- Provide children with a learning environment and the varied experiences which will help them develop emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence.
- Integrate the educational aspects of the various program components in the daily program of activities.
- Identify and reinforce experiences which occur in the home that parents can utilize as educational activities for their children.

3.0 SOCIAL SERVICES

The objectives of the social services category of the program are to:

- Establish and maintain an outreach and recruitment process which systematically insures enrollment of eligible children;
- Provide enrollment of eligible children regardless of race, sex, creed, color, national origin, or handicapping condition;
- Assist the family in its own efforts to improve the condition and quality of family life; and
- Make parents aware of community services and resources and facilitate their use.

4.0 PARENT INVOLVEMENT

The objectives of the parent involvement category are to:

- Provide a planned program of experiences and activities which support and enhance the parental role as the principal influence in their child's education and development.

- Provide a program that recognized the parent as:

  (1) Responsible guardians of their children's well being.

  (2) Prime educators of their children.

  (3) Contributors to the program and to their communities.

- Provide the following kinds of opportunities for parent participation:

  (1) Direct involvement in decision making in program planning and operations.

  (2) Participation in classroom and other program activities as paid employees, volunteers or observors.

  (3) Activities for parents which they have helped to develop.

  (4) Working with their own children in cooperation with the staff.

- Achieve parent participation in the center and home program and related activities

- Involve parents in educational activities of the program to enhance their role as the principal influence on the child's education and development

- Assist parents to increase knowledge, understanding, skills, an and experience in child growth and development.

5.0 STAFF TRAINING

Staff training activities may include formal and informal staff meetings, workshops, retreats, demonstrations, work conferences, laboratory, clinical and field experiences, training in the use of media, cooperative enterprises with nearby projects, and regional and staff institutes.

6.0 ADMINISTRATION

This category includes all program activities which relate to the following functions:

1. Program management and organization;
2. Property management which includes records, procurement policies and procedures;
3. Financial management; and
4. Personnel management.

SOURCES OF FINANCIAL RESOURCES

CFRP FUNDS

For this study, CFRP funds are those that are within the program's budget. Only those expenditures which are directly charged to the program and which deplete the program's budget are considered CFRP funds. All other expenses that may, for example, be paid for by the CFRP Regional or National Office are considered OTHER FEDERAL FUNDS (see below).

HEAD START FUNDS

For this study, Head Start funds are those which are written and directly charged to the Head Start program's budget. An example is the funds used to pay for Head Start teachers. If, however, Head Start teachers are paid for by both CFRP and Head Start, both accounts are noted as having paid for the teacher's services using the appropriate ratio.

OTHER FEDERAL FUNDS

Federal funds utilized that are not specifically budgeted for the local Head Start and/or CFR programs. Examples: Funds from the National OCD Office as well as federal funds from any and all other sources such as Title I and IV-A, Department of Labor funds and other HEW funds. (See additional examples below.)

NON-FEDERAL MATCHING

Most federally funded programs are required by law to match the federal funding with a certain percent of local non-federal funding (Head Start requires 20% local non-federal matching). When determining the dollar value of services other agencies provide for CFRP beneficiaries the other agency's non-federal matching requirement must be considered. For example Head Start teachers are in most cases paid for 100% by Head Start federal funds. However, the space used for the classroom may be paid for by 20% or even 100% non-federal local matching funds. (See additional examples below.)

NON-FEDERAL IN-KIND

The dollar values of services or commodities donated to the CFRP or other agency which is not part of an agency's legal requirement for non-federal matching funds. (See examples below.)

EXAMPLES OF SOME OTHER FEDERAL FUNDING

Federal School Lunch Program (school systems)
Special Food Services Program (Non-school)
Title I Education & Food (school systems)
*Title IVA (Day Care payments)
Commodity Foods
Special Federal Health Programs for young children
Health Start
Community Mental Health (Federally funded)
Vocational Education

EXAMPLES OF SOME NON-FEDERAL FUNDING

Adult Education
Health Department
Department of Public Welfare
United Fund (family services)
Salvation Army
All City Departments
Mental Health (locally or state funded)
School System
Local medical society
Local dental society
State day care funding
Local colleges and universities
Local & state extension services
Local housing authority
Private individuals
Private businesses

COST CATEGORIES

FIXED COSTS - Program costs that do not change with program activity, costs that would be incurred regardless of number of families served and services provided; Ex: Facility Rental, Utilities, certain personnel costs, etc.

VARIABLE COSTS - Program costs that are based on the number of beneficiaries served. Ex: examinations, innoculations, meals for children, etc.

NOTE: Self provided services such as personal transportation should not be calculated in cost. Only costs for services provided by the program and other agencies should be used.

* Could also be called Welfare Day Care Payments.

DEFINITIONS OF HANDICAPPING CONDITIONS REFERRED TO IN THIS QUESTIONNAIRE

FROM H.E.W. OFFICE OF CHILD DEVELOPMENT FOR HEAD START PROGRAMS

1. BLINDNESS

A person shall be considered legally blind whose central acuity does not exceed 20/200 in the better eye, with correcting lenses, or whose visual acuity is greater than 20/200, but is accompanied by a limitation in the field of vision such that the widest diameter of the visual field subtends an angle of no greater than 20 degrees.

2. VISUAL IMPAIRMENT

A person shall be considered visually impaired whose central acuity, with corrective lenses, does not exceed 20/70 in either eye, but who is not blind; or whose visual acuity is greater than 20/70, but is accompanied by a limitation in the field of vision such that the widest diameter of visual field subtends an angle of no greater than 140 degrees.

3. DEAFNESS

A person shall be considered legally deaf whose hearing loss is greater than 92 decibels in the better ear.

4. HEARING IMPAIRMENT

A person shall be considered hearing impaired whose hearing loss is greater than 15 decibels in either ear, but is not deaf.

5. PHYSICAL HANDICAP

Physically handicapped refers to those children who exhibit conditions which prohibit or impede normal development of gross or fine motor abilities. Such conditions include, but are not limited to, cerebral palsy, loss of limbs, deformed limbs, and spina bifida.

6. SPEECH IMPAIRMENT

Speech impaired children include those who have a physical defect or psychological disorder that prevents clear, intelligible speech, who are mute or cannot talk, or who have cleft palate. Please do not include, here, children whose primary or most serious handicap, in your judgment, is deafness. Also, excluded from this category are children for whom English is, or would be, a second language.

7. OTHER HEALTH OR DEVELOPMENTAL IMPAIRMENT

These impairments refer to such chronic health problems as epilepsy, hemophilia, leukemia, respiratory diseases, sickle cell anemia; or severe cases of asthma, severe cardiac conditions, severe anemia or malnutrition; or neurological disorders or other disorders which impede learning.

8. MENTAL RETARDATION

A child shall be considered mentally retarded who, during the early developmental period, exhibits general, sub-average intellectual functioning to a significant degree, accompanied by impairment in adaptive behavior.

9. SERIOUS EMOTIONAL DISTURBANCE

A child shall be considered seriously emotionally disturbed who has been diagnosed as having an identifiable psychosis; or whose behavior is extremely disruptive to the learning process for himself or other children over extended periods of time; or whose behavior manifests extreme withdrawal from social interaction over extended periods of time.

NON CASH DONATIONS

The necessity for taking pains to secure accurate information regarding in-kind and non-federal costs becomes clear when consideration is given to the difficulties inherent in isolating variables which differentiate among programs according to geographic region, design of the program, and/or the nature of sponsoring agencies. In certain geographic areas (i.e., large metropolitan areas) it is generally possible to obtain the services of volunteer specialists which is generally very difficult to do in rural areas and small communities. Some programs will have free access to office and classroom space which will be relatively plentiful and donated to the project while in others the rental of space will be a necessity and often expensive. Some program designs make the transportation of children an an essential ingredient which must be purchased, while in other programs it is made available at little or no cost depending upon the location or sponsor.

Unnecessary costs such as donations of materials that the program does not want, cannot use, or would not normally prize highly enough to buy, should not be built into the analysis. Discarded magazines, tools, and household articles should not be reported as income and expense because they are not items of marketable value. Services that are not essential to the program, but which for various reasons cannot be refused, should also be excluded.

Worksheet 3 should be used to record and compute non cash donations. The worksheet provides space to record donations of space, equipment and furniture, supplies, services and any other items that may not fall into these categories are recorded as "other". Each donation is recorded as "free" or at a reduced rate under the categories mentioned above.

Services

The services that require consideration are further separated into four categories: volunteers, professional, other, and contracted.

A volunteer is defined as a person who works in a regular and routine pattern in some program function but is neither an employee of a parent organization nor paid a salary or fee by the program. A volunteer participates without legal obligation and receives no compensation of value such as promotion, money, fulfillment of degree requirements, child care service, or any other consideration. Thus students are not included as volunteers when they are part of a work-study arrangement in which they gain curriculum credit. Religious personnel are not included as volunteers. Children who are enrolled in the program but perform some duties are not included as volunteers.

Professional is defined as persons who are certified professional practitioners, consultants, and others who are not paid employees in the program and who provide specialized services to the program either free of charge or at reduced rates.

Other is defined as salaried and nonsalaried employees of the program who are receiving stipends or grants such as members of religious orders or trainees. Also included in this definition are persons who work in the program and are paid by the program's parent organization/central agency.

Contracted is defined as those services that a program would obtain on a contractual basis if it did not hire its own staff to perform such services, e.g. catering food. When such services are given by individuals or firms either free of charge or at reduced rates. they are to be considered as a source of imputed income and expense.

EXHIBIT II

CFRP Household Profile (5 pages)
(Remains in program files)

OMB No. 085-S-74013
Approval Expires: 30 June 1975

I. CFRP HOUSEHOLD PROFILE

A. ENROLLMENT:

1. Grantee Number _____ (Region)

2. Household Number _____ (Region plus number)

3. This form filled out by: Name _____
   Title _____
   Date _____

4. Family name _____ Phone _____
   Address _____

5. Was family originally a Head Start enrollment? ☐ YES ☐ NO

6. Was family referred by another agency? ☐ YES ☐ NO
   If YES identify agency: _____
   _____

7. Was family recruited by CFRP? ☐ YES ☐ NO

8. Farm ☐ Non-farm ☐

9. One Parent Family ☐

10. Two Parent Family ☐

11. Did family terminate during report period? ☐ YES ☐ NO

12. If YES reason for termination (explain specifically, such as moved out of area exceeds guidelines, family choice and reason):
    _____
    _____
    _____
    _____

13. Length of time family was enrolled before termination: _____.

14. Did family re-enroll during report period? ☐ YES ☐ NO

15. Date of termination: _____ Date of re-enrollment: _____

B. RACE/ETHNIC BACKGROUND OF FAMILY AS A UNIT

Category (check one)	
1. Mexican American	
2. Puerto Rican	
3. Black	
4. White	
5. Native American	
6. Oriental	
7. Other (specify):	

NOTE: If a family unit is made up of any combination of these categories, check "Other" and specify the combination of race/ethnic backgrounds.

I. CFRP HOUSEHOLD PROFILE

Definitions/Explanations for this Information System

A. Enrollment

1. Grantee Number - The number of the DHEW Region in which the grantee is located. (e.g., Grantee number for Oklahoma City is VI, Las Vegas is IX, Modesto is XI.) This number is expressed as a Roman numeral.

2. Household Number - A number is assigned to each household as they are enrolled, the grantee number if prefixed. (e.g., household number in Oklahoma City is VI-15, household number 81 in Las Vegas is IX-81.) When a household terminates the program the number is not reissued.

5. Farm — Any dwelling on a place of 10 acres or more with $50 or more annual sales of farm products raised there or any place less than 10 acres having product sales of $250 or more.

Non-Farm — Any dwelling that does not fit the farm definition.

6. Family Recruited by CFRP — Was family actually recruited by CFRP staff as opposed to being referred to the CFRP by another agency, program, or due to previous enrollment in Head Start? i.e., was family recruited as a direct result of CFRP staff efforts designed specifically to this end.

B. Race Ethnic Breakdown - Self-explanatory

NOTE: Information contained on this profile should be up-dated for every reporting period to reflect changes in various categories where changes are likely to occur, i.e., children's ages, education, provision of services, employment, etc.

Is family below program's income level? ☐ YES ☐ NO

Family's primary language: ☐ English ☐ Spanish ☐ Other (specify _____)

Family's primary source of income: (use code) _____

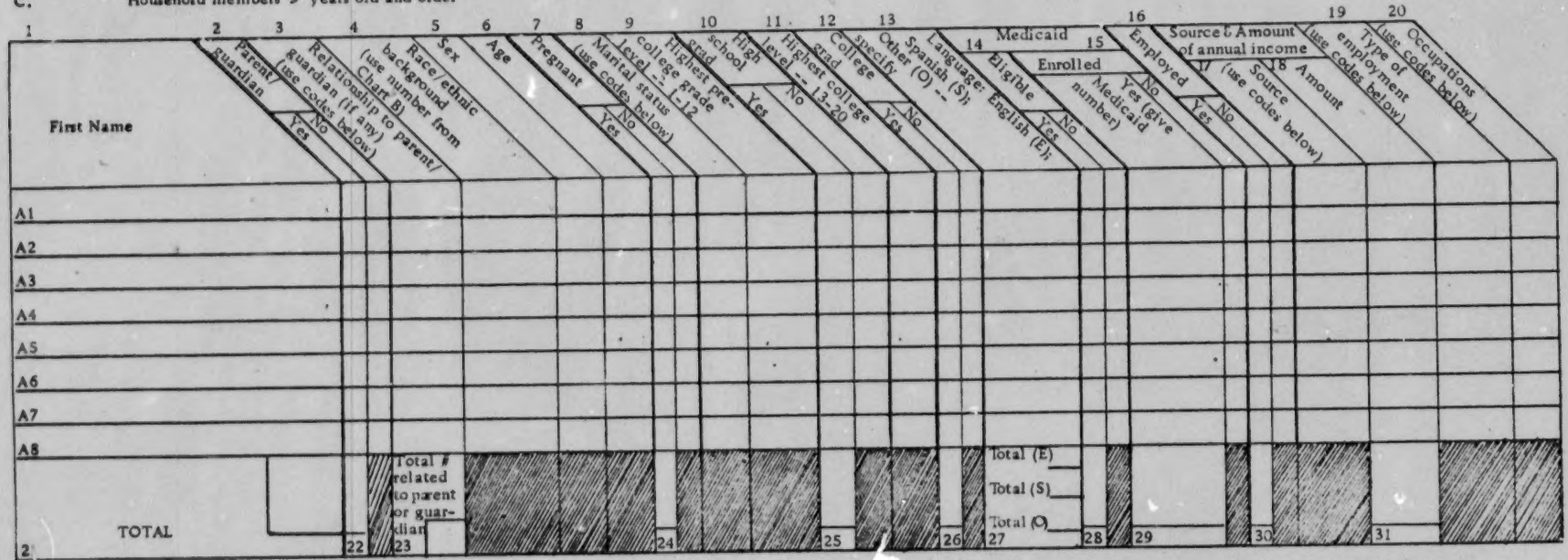
FAMILY DATA AND NEEDS:

Family Members 0–8	Categories	Family Members 9 and Older
	Total Females	
	Total Males	
	Fluent in English	X
	Fluent in Spanish	X
	Fluent in Other	X
	Eligible for Medicaid	
	Enrolled in Medicaid	
	Number who need Medical Services	
	Number who need Dental Services	
	Number who need Mental Health Services	
	Number who need Nutrition Services	
	Number who need Social Services	
	Number who need Educational Services	
	Number who need Other Services	X
	Speaks English	
	Speaks Spanish	
	Speaks Other	
	Number who need prenatal care	
	Number who need child care services	
	Number who need Employment	
	Number who need housing	
	Number who need transportation	
	Number who need financial and legal assistance	
	Number who need other services	

OMB No. 085-S-74013
Approval Expires: 30 June 1975

I. CFRP HOUSEHOLD PROFILE (CONT.)

C. Household members 9 years old and older



33

CODES FOR COLUMN 3:

1. Spouse
2. Son/daughter
3. Uncle/aunt
4. Cousin
5. Grandfather/grandmother
6. Brother/sister
7. Other (specify)
8. None of the above

CODES FOR COLUMN 8:

1. Married
2. Widow/widower
3. Divorced
4. Separated
5. Spouse's whereabouts unknown
6. Single

CODES FOR COLUMN 17:

1. Employment
2. Unemployment compensation
3. Veteran's Pension
4. Welfare -- Public assistance
5. Social Security
6. No income source
7. Other (specify)

CODES FOR COLUMN 19:

1. Permanent
2. Temporary
3. Unemployed
4. Not in work force
5. Disabled - but employed
6. Disabled - not employed
7.
8.
9. Retired

Note: also use the following suffix codes where applicable:

Full time -- FT
Part time -- PT
Seasonal -- S

CODES FOR COLUMN 20:

1. Professional, Technical, Managerial
2. Clerical and sales
3. Service
4. Farming, fishery, forestry
5. Processing
6. Machine trades
7. Bench work occupations
8. Structural work
9. Miscellaneous

C. Adults (Household members 9 and older)

1. First Name - Once a household member's name is placed on the first line that particular household member will be referred to as A1 in the rest of the information system forms. (e.g., the first identified adult in family 15 in Oklahoma City could be shown as VI-15-A1.)

2. Parent/Guardian - Parent -- Self-explanatory
Guardian -- one who is responsible for the child in the absence of the parents. (This may include a part-time and/or temporary situation.)

8. Marital Status - Use of the indicated codes creates the possibility of a two-digit code (in the case of "spouse whereabouts unknown" item #5, a married person would be shown as 1-5.)

15. Medicaid-Enrolled - If any adult member of the household is actually enrolled in Medicaid, rather than just checking the "yes" column, include the medicaid number.

19. Type of Employment - Use of the indicated codes creates a suffix code situation. (e.g., an individual who is unemployed due to the seasonal nature of the work would be shown as 3-S; an individual employed full-time but in a temporary employment situation is shown as 2-FT; #4 "not in work force" is an individual who has not worked and currently has no intention of working.)

20. Occupations Use Codes - These categories are taken from the Dictionary of Occupational Titles.

Occupational Codes

1. Professional, Technical and Managerial Occupations

Occupations in engineering; life sciences; mathematics; social sciences; medicine/health; education; museum/library sciences; law; religion; writing; art; entertainment/recreation/administrative specializations.

2. Clerical and Sales Occupations

Occupations in stenography, typing, filing, accounting; material and production recording; information/message distribution; sales in services/commodities; merchandizing.

3. Service Occupations

Occupations in domestic service occupations; food/beverage preparation and serivce; lodging service; barbering/cosmetology; amusement/recreation; personal service; apparel and furnishings service; protective service; building service.

4. Farming, Fishery, Forestry, and Related Occupations

Occupations in plant farming; animal farming; fishery; forestry; hunting; trapping; agricultural services.

5. Processing Occupations

Occupations in processing metal; food; tobacco; paper; petroleum; coal; natural gas; chemicals; plastics; rubber; paint; wood; stone; glass; leather; textiles.

6. Machine Trade Occupations

Occupations in metal machining; metalworking; mechanics and machinery repair; paper-vorking/printing; machining stone, clay, glass; textiles.

7. Bench Work Occupations

Occupations in fabrication, assembly and repair of metal products, scientific/medical apparatus, photographic/optical goods, electrical equipment, plastics, synthetics, wood products; sand, stone, clay glass products; painting/decorating.

8. Structural Work Occupations

Occupations in welding/flame cutting; electrical installation; painting, plastering, water-proofing, cementing, excavating, grading, paving; construction/structural work.

9. Miscellaneous Occupations

Occupations in motor freight; transportation; packaging/materials handling; extraction of minerals; logging; production/distribution of utilities; graphic art.

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Approval Expries: 30 June 1975

I. CFRP HOUSEHOLD PROFILE (CONT.)

D. CHILDREN (Household members 0-8)

	First Name	2 Sex	3 Age (in months)	4 Relationship to parent/guardian (use codes below)	5 Race/ethnic background (use numbers from Chart B)	6 No. of yrs. of preschool (developmental) exp.	7 Enrollment Options (use codes below)	8 Currently enrolled in public school	9 Language: Spanish (S); Other (O)--specify	9 English (E);	10 Eligible	11 Enrolled	12 Medicaid Number)	12 Handicap	If yes, type (use codes below)
														Yes No	
C1															
C2															
C3															
C4															
C5															
C6															
C7															
C8															
C9															
C10															
C11															
C12															
C13															
C14															
C15															
C16															
C17															
C18															
C19															
C20															
											Totals: E S O		Total #:		

Total number of children by age (Months)

- ☐ 0-3
- ☐ 3-6
- ☐ 6-9
- ☐ 9-12
- ☐ 12-24 (1 yr)
- ☐ 24-36 (2 yrs)
- ☐ 36-48 (3 yrs)
- ☐ 48-60 (4 yrs)
- ☐ 60-72 (5 yrs)
- ☐ 6 thru 8 years

Total number of children of all ages in the household: ☐

See Note on age categories on back of sheet.

CODES FOR COL. 4:
1. Spouse
2. Son/daughter
3. Uncle/aunt
4. Cousin
5. Grandfather/grandmother
6. Brother/sister
7. Other (specify)

CODES FOR COL. 7:
1. Part-time at Center
2. Part-time at Home
3. Full-time at Center
4. Full-time at Home
5. Part-time at Center and part-time at Home.

NOTE FOR COL. 9:
Indicate the language or languages the child is fluent in. "Fluent" means the child is able to communicate in the language at their own age level.

CODES FOR COL. 12:
1. Blindness
2. Visual Impairment
3. Deafness
4. Hearing Impairment
5. Physical Handicapped
6. Speech Impairment
7. Other Health or Developmental Impairment
8. Mental Retardation
9. Serious Emotional Disturbances

D. Children (Household members 0-8)

14. Enrolled Medicaid - In checking "yes" block show medicaid number.

NOTE on Age Categories:

0-3 category means 0 to the age of 3 months. Once a child is 3 months old they fall in the next category, 3-6 months, and so on. The last category, 6 through 8 years, includes children through the age of 8. Once they are 9 years old, they fall into the category of 9 years and older.

OMB No. 085-S-7[illegible]
Approval Expires [illegible] June 1975

CFRP HOUSEHOLD PROFILE (CONT.)

NEED AND PROVISION OF SERVICES *

| Household member by number used in Charts C and D | List of most prevalent needs of household's members as assessed by program | Program Services: Medical | Dental | Prenatal | Mental Health | Nutrition | Social | Educational | Child Care | Employment | Other (specif[illegible]) | | |

E. Need and Provision of Services

1. Household Member's Number - Once forms C and D are filled out (e.g. from chart C adults are shown as A-1 to A-8 and from Chart D children are shown as C-1 to C-8). The appropriate reference code number is used.

2. Prevalent Needs - Requesting needs for each identified individual. To make form easier to read do not list a second household member in column 1 until all needs for first household member are listed in column 2.

General Instruction: Completed information request for one individual family member at one time. i.e., work across the form for each individual before listing the second, third, etc.

EXHIBIT III

Summary of All Families Enrolled (7 pages)
(Forwarded to OCD)

OMB No. 085-S[illegible]13
Approval Expires: 30 June 1975

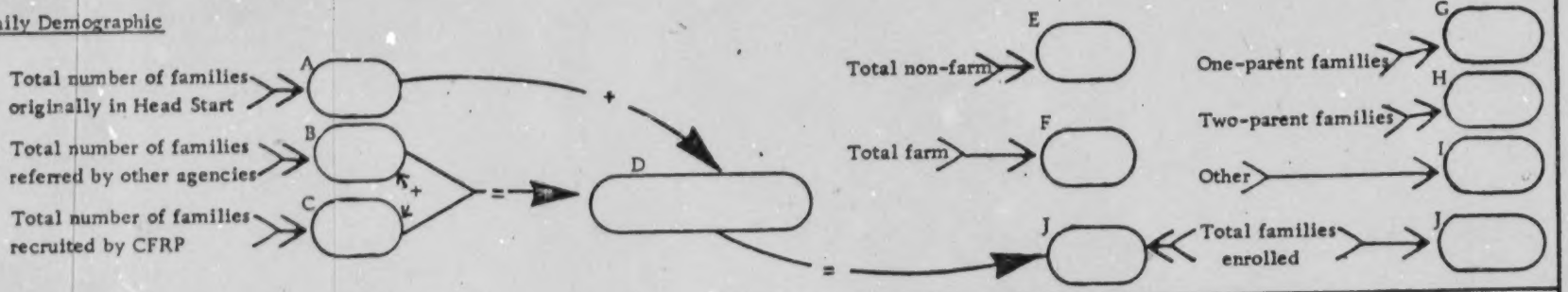
SUMMARY OF ALL FAMILIES ENROLLED

Grantee Number: _____ (Region)

Report Period: From: __ / __ / __ to __ / __ / __

Reported by: _____ (name) _____ (title) _____ (date)

A. Family Demographic



Families Referred by Agencies:

Agency:	# of families referred
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total number of families who have the following race/ethnic background as a family unit:

Spanish-surnamed	_____
Black	_____
White	_____
Native Americans	_____
Orientals	_____
Other (specify):	
_____	_____
_____	_____
_____	_____
Total families enrolled:	_____

Three most prevalent reasons families left program during report period:

	# of families who left program
1. _____	
2. _____	
3. _____	

T _____ ← Number of families terminated during report period

_____ ← % of total families enrolled who terminated during report period (T ÷ (J + T) x 100)

_____ ← Number of families who re-enrolled during report period

_____ months ← Average length of time families are enrolled before termination

NOTE: See Instructions on Back of This Page

CFP

INSTRUCTIONS FOR PAGE 1:

1. Block B should be added to Block C and the result shown in Block D.

2. Block A should be added to Block D and the result shown in both blocks labeled J.

3. Block E when added to Block F should equal figure shown in Block J.

4. Blocks G, H, and I when added should equal figure shown in Block J.

NOTE:

Number of families with Spanish surnames includes those who are Mexican American, Puerto Rican, Cuban, and any other families who have a Spanish surname. These should be totaled and shown in the section asking for information on the family's race/ethnic background.

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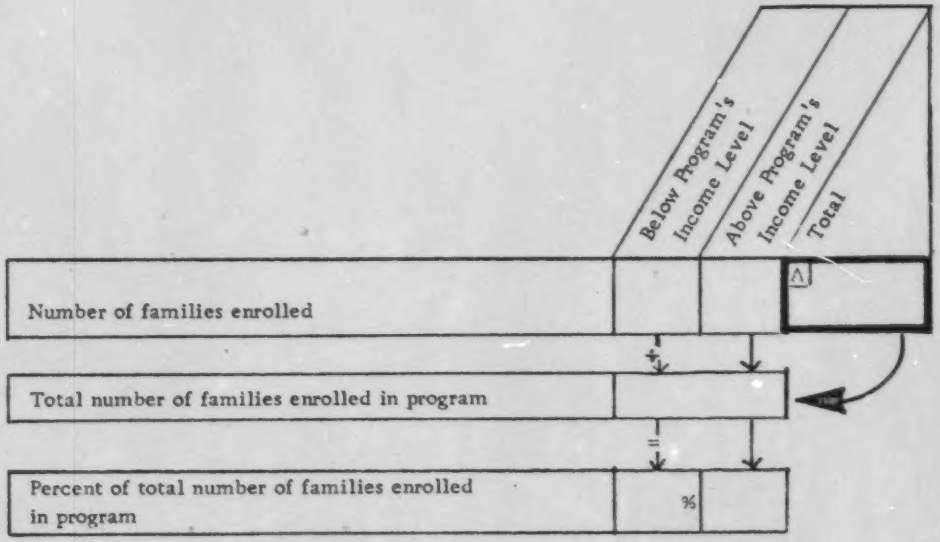
Approval Expires: 30 June 1975



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INSTRUCTIONS: When figures entered in all categories are added the result should appear in Block A. This same figure is then used to divide each figure in each category to determine the percentage for each category.

OMB No. 085-[illegible]13
Approval Expires: 30 June 1975

PRIMARY SOURCE OF FAMILY INCOME BY CODE:

Codes	1 Employment (Permanent, Temporary, or Seasonal)	2 Unemployment Compensation	3 Veteran's Pension	4 Welfare - Public Assistance	5 Social Security	6 No Income Source	7a Other (specify)	7b	7c	TOTAL
Total number of families in each category of income source										
÷	↓	↓	↓	↓	↓	↓	↓	↓	↓	→
Total number of families enrolled in program										
=	↓	↓	↓	↓	↓	↓	↓	↓	↓	
Percent of total families by primary income source categories	%									

NOTE: When the primary source of income is made up of more than one category (code) specify in column 7a, b, or c and indicate the codes involved. For example: the primary source of income is made up of equal (or near equal) amounts from employment and Veteran's pension. The family should be shown in column 7 and the column labeled: income from codes 1 and 3.

INSTRUCTIONS: When figures entered in all categories are added the result should appear in Blcok A. This same figure is then used to divide each figure in each category to determine the percentage for each category.

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B. FAMILY DATA AND NEEDS

Percent of Total Family Members 0-8 by Category		Total Number of Family Members 0-8		Family Members 0-8	Categories	Family Members 9 and Older		Total Number of Family Members 9 and Older		Percent of Total Family Members 9 and Older by Category
%	=		÷		Total Females		÷		=	%
					Total Males					
					Fluent in English	X				X
					Fluent in Spanish	X				X
					Fluent in Other	X				X
					Eligible for Medicaid					
					Enrolled in Medicaid					
					Number who need Medical Services					
					Number who need Dental Services					
					Number who need Mental Health Services					
					Number who need Nutrition Services					
					Number who need Social Services					
					Number who need Educational Services					
					Number who need Other Services	X				X
					Speaks English					
					Speaks Spanish					
					Speaks Other					
					Number who need prenatal care					
					Number who need child care services					
					Number who need Employment					
					Number who need housing					
					Number who need transportation					
					Number who need financial and legal assistance					
					Number who need other services					

INSTRUCTIONS FOR PAGE 4:

1. Instructions for Family Members 0-8:

   When figures entered in all categories are added the result should appear in Block A. This same figure is then used to divide each figure in each category to determine the percentage for each category.

2. Instructions for Family Members 9 and Older:

   When figures entered in all categories are added the result should appear in Block B. This same figure is then used to divide each figure in each category to determine the percentage for each category.

NOTE:

Block A should be added to Block B and should equal the total number of family members (all ages) enrolled in program.

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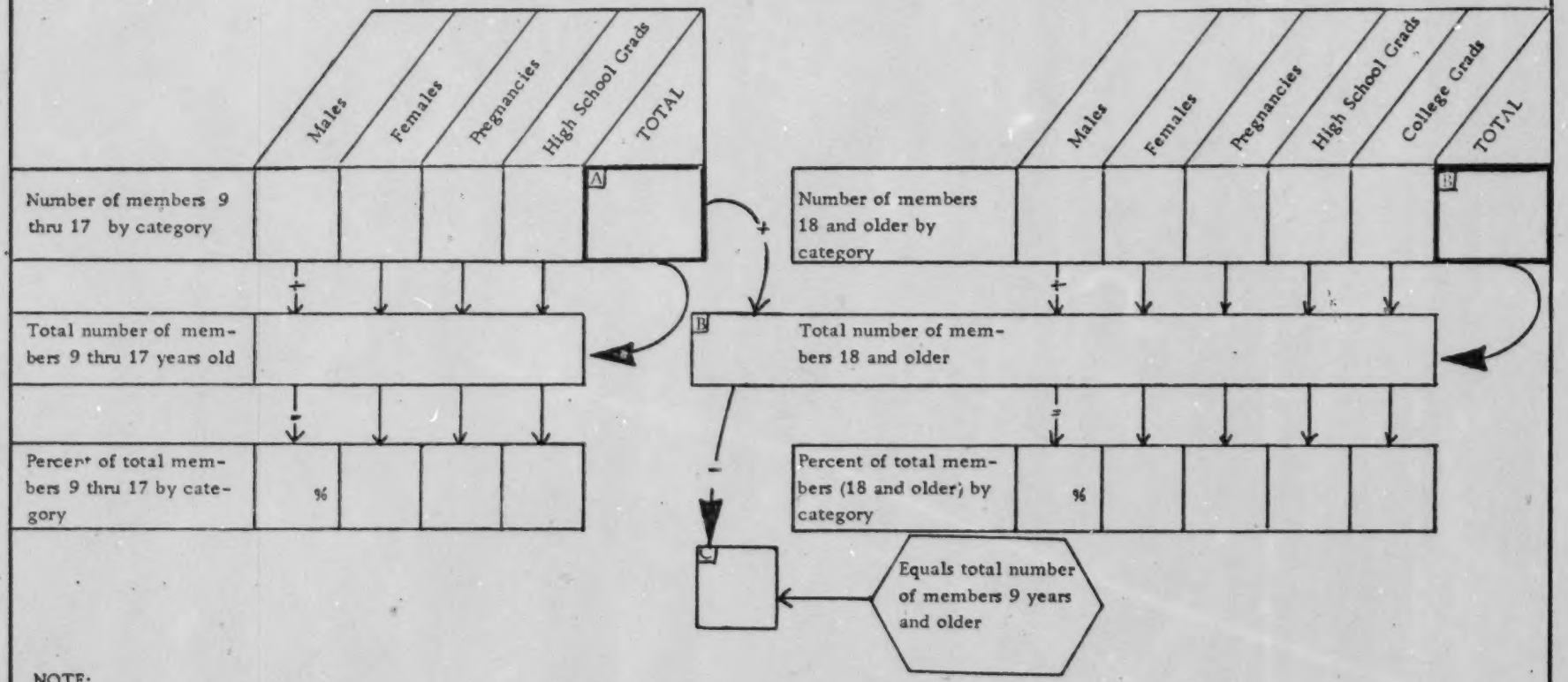
C. FAMILY MEMBERS 9 YEARS AND OLDER



NOTE:
Block A added to Block B should equal the total number of family members 9 years and older enrolled in program.

Number of Members 9 years and Older by Occupational Codes:

- ☐ 1. Professional, Technical, Managerial
- ☐ 2. Clerical and Sales
- ☐ 3. Service
- ☐ 4. Farming, Fishery, Forestry
- ☐ 5. Processing
- ☐ 6. Machine Trades
- ☐ 7. Bench Work
- ☐ 8. Structural Work
- ☐ 9. Miscellaneous

OMB No. 085-S-74013
Approval Expires: 30 June 1975

D. CHILDREN

1. Ages (0-8)

	0 to 3 months	3-6 months	6-9 months	9-12 months	12-24 months	24-36 months	36-48 months	48-60 months	60-72 months	6 through 8 years	TOTAL
Number of children (0-8) in each age group											A
÷											
Total number of children (0-8) enrolled											
=											
Percent of total number of children (0-8) by age group	%										

2. Type of Participation (Enrollment)

	Developmental Day Care Part-Time at Center	Developmental Day Care Part-Time at Home	Developmental Day Care Full-Time at Center	Developmental Day Care Full-Time at Home	Developmental Day Care Part-Time at Center and Home	# of children enrolled in K-3	# of children not enrolled in Developmental Day Care or K-3	TOTAL
Number of children 0 thru 8 by type of enrollment								B
÷								
Total number of children 0 thru 8 enrolled in program								
=								
Percent of children by type of enrollment	%							

See Instructions on back of this page.

INSTRUCTIONS FOR PAGE 6:

1. Instructions for Children - Ages (0-8):

   When figures entered in all categories are added the result should appear in Block A. This same figure is then used to divide each figure in each category to determine the percentage for each category.

2. Instructions for Type of Participation (Enrollment)

   When figures entered in all categories are added the result should appear in Block B. This same figure is then used to divide each figure in each category to determine the percentage for each category.

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3. Handicapped by type and age

Ages of Handicapped Children (0-8)	Codes:	1 Blindness	2 Visual Impairment	3 Deafness	4 Hearing Impairment	5 Physically Handicapped	6 Speech Impairment	7 Other Health or Development Impairment	8 Mental Retardation	9 Serious Emotional Difficulties	Total number of handicaps by category	Number of children enrolled who have more than one category of handicap	Total number of children enrolled who are handicapped by age groups
0-36 months													
36-60 months													
60-72 months													
6-8 years													
Total all age groups (0-8)											A	B	C

NOTE: Indicate the number of handicaps in each category codes (1 through 9) and total in Column A. For example some children may have more than one type of handicap. Indicate all handicaps and total the number of handicaps in Column A.

Column B represents the number of children who have more than one handicap.

Column C represents the number of children (0-8) enrolled in the program who are handicapped (one or more handicaps).

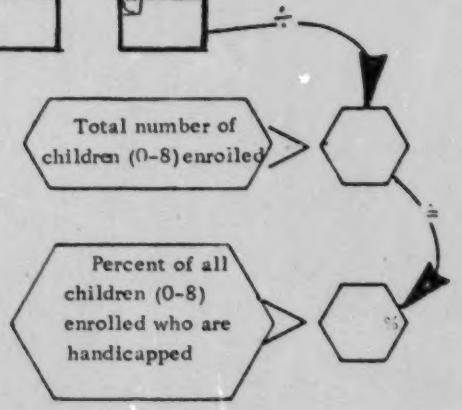

EXHIBIT IV

CFRP Staff Profile (4 pages)
(Remains in program files)

OMB No. 085-S-74013
Approval Expires: 30 June 1975

II. CFRP STAFF PROFILE

A. STAFF CHARACTERISTICS

1 Number assigned	2 Name	3 Age	4 Sex	5 Race/ethnic background (use number from household profile)	6 Highest grade level (1-12)	7 Grad?	8 Highest pre-college level (13-20)	9 High School	10 College	11 Grad?	12 Associates degree?	13 Arts degree?	14 Advanced degree?	15 Type of training received prior to employment with this program	16 Continuing education or training? (include in-service training, if any)			Years of previous relevant experience	Language: English (E); Spanish (S); Other (O)--specify	Job Title
						No Yes		No Yes		No Yes		No Yes			No	Yes	If yes, type			

II. CFRP STAFF PROFILE

A. Staff Characteristics

1. Number Assigned - Each project will assign an information identification number to individual staff members. This identification number will be used in all the information forms. All staff members will have a S prefix. (eg. S-1, S-2, etc.)

6, 7, 8 - Highest pre-college or highest college level attained. (e.g., a college graduate with no graduate study would be shown only once and only in column 8, showing 16 years of study. No entry would be made in column 6 for completing High School)

15. Indicate languages where staff have proficiency.

(e.g., a staff person proficient in English, Spanish and an Indian language would be shown as E-S-O with an explanation for other. Someone who spoke only English would be indicated by an E.)

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B. STAFF TRAINING AND CAREER DEVELOPMENT:

Indicate the CFRP Staff by number assigned in Chart A who are enrolled (E) and/or completed (C) the training and development listed.

Staff members by number	GED		CDA		Associates Degree		Bachelors Degree		Masters Degree		Graduate Degree		Other (specify)							
	E	C	E	C	E	C	E	C	E	C	E	C	E	C	E	C	E	C	E	C
Total staff																				

B. Staff Training and Career Development

GED - General Equivalency Diploma

CDA - Child Development Associate

C. STAFF TRAINING OR CAREER DEVELOPMENT PLAN

	Yes	No
Does a staff training or career development plan exist?	☐	☐
If not, is one being developed?	☐	☐
If not, is one planned?	☐	☐

D. RATIO OF STAFF TO CHILDREN AND HOUSEHOLDS

	Total Staff	Ratios	
		Staff to Children	Staff to Households
Supervisory		1	2
Teachers		3	4
Teacher Aides		5	6
Health Personnel (specify by title):		7	8
Other Staff (specify by title):		9	10

E. STAFF ROLES AND FUNCTIONS

II. CFRP STAFF PROFILE (CONT.)

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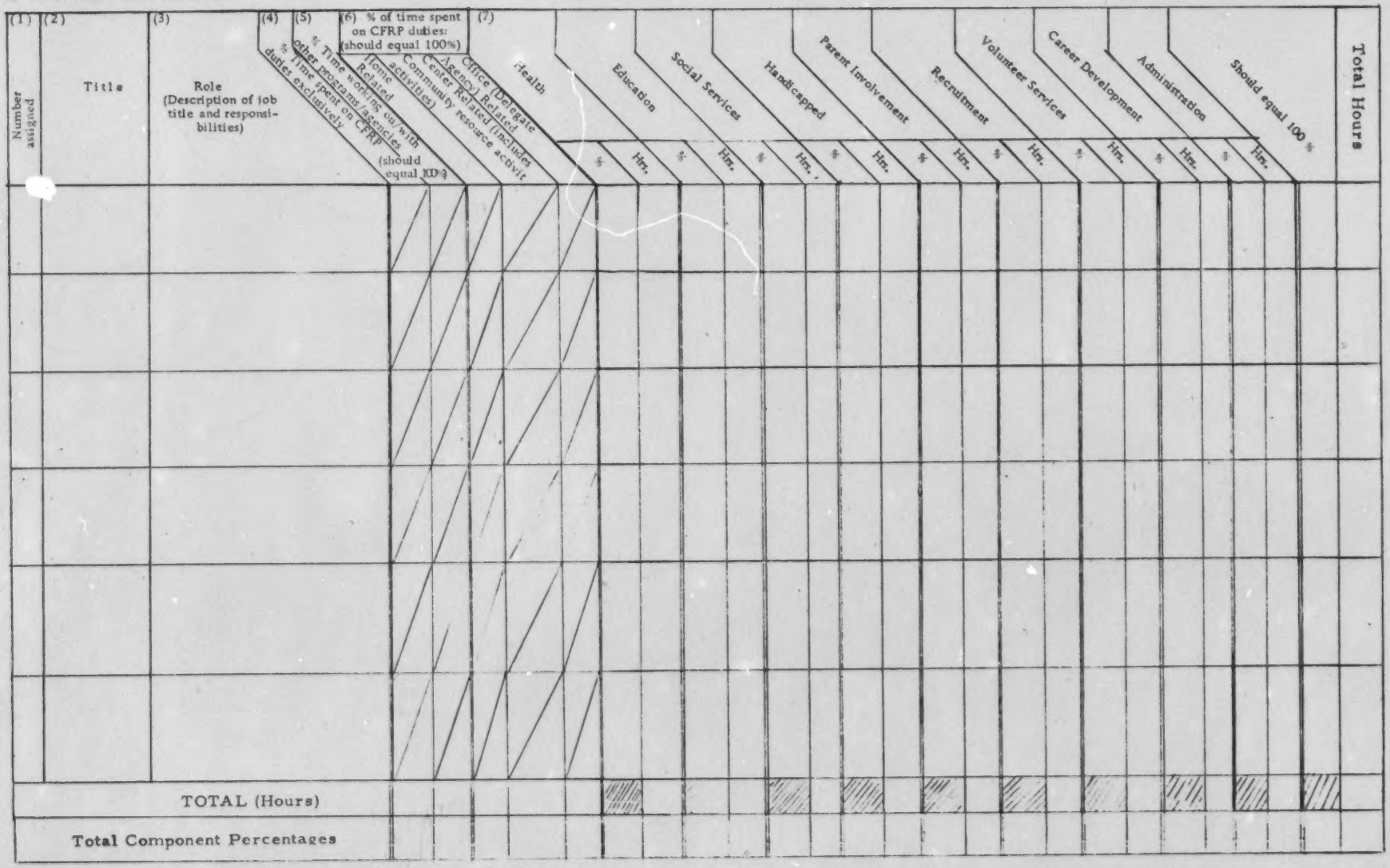

E. Staff Rules and Functions

1. Use staff number originally assigned on Form A (Staff characteristics)

4, 5, 6, 7 -- Percent of time calculated on a 40-hour work base. Hours should be indicated in parenthesis (except in column 7 which has separate space for the hour entry) under the percentage entry.

6. % of time spent on CFRP duties

Center Related Duties - Includes the recruitment or coordination of community resources.

7. Add hours - do not add percentages. Total percentages calculated by dividing total component hours by total program hours.

EXHIBIT V

Reporting Form for All Staff (2 pages)
(Forwarded to OCD)

OMB No. 085-S-74013
Approval Expires: 30 June 1975

INFORMATION REPORTING FORM FOR ALL CFRP STAFF

Grantee Number _____ (Region) Report Period: From ___/___/___ to ___/___/___

Reported by: _____ (name) _____ (title) _____ (date)

A. Staff Characteristics

Ethnic Background	Total	Males	Females
Black			
Mexican American			
Native American			
Puerto Rican			
Oriental			
White			
Other (specify)			
TOTAL STAFF			

Education (Grade level -- Totals)

1-12 _____

13-16 _____

17-20 _____

Total staff _____

Languages

English _____

Spanish _____

Other _____

Total staff enrolled in continuing education/training: _____

Staff average of years of previous related experience: _____

B. Staff Training and Career Development

Training/Education	Number enrolled	Number completed
High School		
GED		
CDA		
Associates Degree		
Bachelors Degree		
Masters Degree		
Doctors Degree		
Other (specify)		

OMB No. 085-S-74013
Approval Expires: 30 June 1975

C. STAFF TRAINING OR CAREER DEVELOPMENT PLAN

	Yes	No
Does a staff training or career development plan exist?	☐	☐
If not, is one being developed?	☐	☐
If not, is one planned?	☐	☐

D. STAFF ROLES AND FUNCTIONS

Total staff time (percent) spent exclusively on CFRP Duties: _____%

Total staff time (percent) spent exclusively in working on/with other programs/agencies: _____%

Total staff time (percent) spend on CFRP duties:

Home Related: _____

Center Related: _____

Office Related: _____

Total staff time (percent) spend on Component Activities:

Health _____

Education _____

Social Services _____

Handicapped _____

Parent Involvement _____

Recruitment _____

Volunteer Services _____

Career Development _____

Administration _____

C. Staff Training or Career Development Plan

Written document which has been fully approved by the appropriate authorities and which fully describes the program's intended activities for staff training and/or career development.

EXHIBIT VI

CFRP Program Profile (14 pages)
(Forwarded to OCD)

III. PROGRAM PROFILE

Program _____

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 1.1 General Health, Medical & Dental							
Category name							
Note: See back of sheet for list of program objectives which are relevant to this category							
		Total staff hours on this category					

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Divided by total program hours **

Equals percent of staff time spent on this category %

** The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

1.1 GENERAL HEALTH, MEDICAL AND DENTAL

The general objectives of this health services category of the program are to:

- Provide a comprehensive health services program which includes a broad range of medical and dental services to preschool children, to assist the child's physical, emotional, cognitive and social development toward the overall goal of social competence.
- Promote preventive health services and early intervention.
- Provide the child's family with the necessary skills and insight and otherwise attempt to link the family to an ongoing health care system to ensure that the child continues to receive comprehensive health care even after leaving the program.

III. PROGRAM PROFILE

Program _____

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 1.2 Mental Health							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category _____

Divided by total program hours ** _____

Equals percent of staff time spent on this category _____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

1.2 MENTAL HEALTH

The objectives of the mental health category of the health services component of the program are to:

- Assist all children participating in the program in emotional, cognitive and social development toward the overall goal of social competence in coordination with the education program and other related component activities;
- Provide children with special needs with the necessary mental health services which will ensure that the child and his family achieve the full benefits of participation in the program;
- Provide staff and parents with an understanding of child growth and development, an appreciation of individual differences, and the need for a supportive environment;
- Provide for prevention, early identification and early intervention in problems that interfere with a child's development;
- Develop a positive attitude toward mental health services and a recognition of the contribution of psychology, medicine, social services, education and other disciplines to the mental health program; and
- Mobilize community resources to serve children with problems that prevent them from coping with their environment.

III. PROGRAM PROFILE

Program

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 1.3 Nutrition							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category ____ → ____ Divided by total program hours ** ____ Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

1.3 NUTRITION

The objectives of the nutrition category of the health services component of the program are to:

- Help provide food which will help meet the child's daily nutritional needs in the child's home or in another clean and pleasant environment, recognizing individual differences and cultural patterns, and thereby promote sound physical, social, and emotional growth and development.

- Provide an environment for nutritional services which will support and promote the use of the feeding situation as an opportunity for learning;

- Help staff, child and family to understand the relationship of nutrition to health, factors which influence food practices, variety of ways to provide for nutritional needs and to apply this knowledge in the development of sound food habits even after leaving the program;

- Demonstrate the interrelationships of nutrition to other activities of the program and its contribution to the overall child development goals; and

- Involve all staff, parents and other community agencies as appropriate in meeting the child's nutritional needs so that nutritional care provided complements and supplements that of the home and community.

III. PROGRAM PROFILE

_____
Program

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 1.4 Handicapped							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							
	Total staff hours on this category						

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Divided by total program hours **

Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

1.4 HANDICAPPED

The general objectives of the handicapped category of the health services of the program are to:

- Provide handicapped children and children with special needs with the necessary mental health services which will ensure that the child and family achieve the full benefits of participation in the program.

III. PROGRAM PROFILE

Program _____

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 2.0 Education							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category _____

Divided by total program hours ** _____

Equals percent of staff time spent on this category _____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

2.0 EDUCATION

The objectives of the Education Services category of the program are to:

- Provide children with a learning environment and the varied experiences which will help them develop emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence.

- Integrate the educational aspects of the various program components in the daily program of activities.

- Identify and reinforce experiences which occur in the home that parents can utilize as educational activities for their children.

III. PROGRAM PROFILE

Program _____

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved*	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served (6) Children	(7) Adults	(8) Families
Category No. 3.0 Social Services							
Category name							
Note: See back of sheet for list of program objectives which are relevant to this category							

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Total staff hours on this category ____ Divided by total program hours ** ____ Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

3.0 SOCIAL SERVICES

The objectives of the social services category of the program are to:

- Establish and maintain an outreach and recruitment process which systematically insures enrollment of eligible children;
- Provide enrollment of eligible children regardless of race, sex, creed, color, national origin, or handicapping condition;
- Assist the family in its own efforts to improve the condition and quality of family life; and
- Make parents aware of community services and resources and facilitate their use.

III. PROGRAM PROFILE

Program _____

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 4.0							
Parent Involvement							
Category name							
Note:							
See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category _____ → _____ Divided by total program hours ** _____ Equals percent of staff time spent on this category _____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

4.0 PARENT INVOLVEMENT

The objectives of the parent involvement category are to:

- Provide a planned program of experiences and activities which support and enhance the parental role as the principal influence in their child's education and development.

- Provide a program that recognized the parent as:

  (1) Responsible guardians of their children's well being.

  (2) Prime educators of their children.

  (3) Contributors to the program and to [illegible] their communities.

- Provide the following kinds of opportunities for parent participation:

  (1) Direct involvement in decision making in program planning and operations.

  (2) Participation in classroom and other program activities as paid employees, volunteers or observors.

  (3) Activities for parents which they have helped to develop.

  (4) Working with their own children in cooperation with the staff.

- Achieve parent participation in the center and home program and related activities

- Involve parents in educational activities of the program to enhance their role as the principal influence on the child's education and development

- Assist parents to increase knowledge, understanding, skills, an and experience in child growth and development.

III. PROGRAM PROFILE

Program

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 5.0 Staff Training							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category ____ → ____ Divided by total program hours ** ____ Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

5.0 STAFF TRAINING

Staff training activities may include formal and informal staff meetings, workshops, retreats, demonstrations, work conferences, laboratory, clinical and field experiences, training in the use of media, cooperative enterprises with nearby projects, and regional and staff institutes.

III. PROGRAM PROFILE

Program

A. Minimum OCD Requirements (see CFRP Guidelines, Pages 10 & 11).

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. 6.0 **Administration**							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category ____ → ____ Divided by total program hours ** ____ Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

6.0 ADMINISTRATION

This category includes all program activities which relate to the following functions:

1. Program management and organization;

2. Property management which includes records, procurement policies and procedures;

3. Financial management; and

4. Personnel management.

III. PROGRAM PROFILE

Program

B. Additional Services Based on Local Decisions (See CFRP Guidelines, Page 11)

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. _____							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category ____ → ____ Divided by total program hours ** ____ Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

III. PROGRAM PROFILE

_____ Program

B. Additional Services Based on Local Decisions (See CFRP Guidelines, Page 11)

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. _____							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category _____ → _____ Divided by total program hours ** _____ Equals percent of staff time spent on this category _____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

III. PROGRAM PROFILE

Program

B. **Additional Services Based on Local Decisions (See CFRP Guidelines, page 11)**

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No.___							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							
		Total staff hours on this category					

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Divided by total program hours **

Equals percent of staff time spent on this category %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

III. PROGRAM PROFILE

Program

B. Additional Services Based On Local Decision (See CFRP Guidelines, Page 11)

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved *	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served		
					(6) Children	(7) Adults	(8) Families
Category No. ___							
Category name							
NOTE: See back of sheet for list of program objectives which are relevant to this category							

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

Total staff hours on this category ____ → ____ Divided by total program hours ** ____ Equals percent of staff time spent on this category ____ %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

Program _____

B. Additional Services Based on Local Decisions (See CFRP Guidelines page 11)

Period covered by this report: From / / to / /

(1) Category of Program Services and Activities	(2) List of CFRP Staff Involved	(3) No. of hours per week each CFRP staff member is involved	(4)% of time each CFRP staff member is involved*	(5) Identify other agencies and/or volunteers involved in providing services	Total Number Served (6) Children	(7) Adults	(8) Families
Category No. _____							
Category name Note: See back of sheet for list of program objectives which are relevant to this category							
		Total staff hours on this category					

* Column number 4 is included for convenience only. In some cases it may be easier to determine the number of hours a staff member works on a category if thought of in terms of percent of time and then converted to number of hours. It is important that no CFRP staff member is represented by more than 40 hours per week for all categories in which they are involved.

[ ] → Divided by total program hours ** [ ] Equals percent of staff time spent on this category [ ] %

**The number of total program hours is determined by adding total staff hours for each and every category included in this entire form. This figure will represent the total number of program staff hours for a week.

EXHIBIT VII

Staff Utilization Log (1 page)
(Remains in program files)

OMB No. 080-S-74013
Approval Expires: 30 June 1975

STAFF TIME UTILIZATION LOG

Staff Member's Name: _____ Title: _____ Period covered by this log: from ____/____/____ to ____/____/____

Percent of time budgeted for CFRP: _____%

Percent time spent on each category identified on Form III. Identify categories by number used on Form III (each day must add up to 100%).

Category No. →																						CFRP Total		Other Total		Day's Total	
	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time	# hrs.	% time
Day 1																												100%
Day 2																												100%
Day 3																												100%
Day 4																												100%
Day 5																												100%
Total Hours for each category																											← Total hours for the week	100%
% of Time for each Category*																												

* The percent of time spent on each category is computed by dividing the total hours for each category by the total hours for the week.

Staff Utilization Log

Procedures for Completing Log

1. Divide staff into four groups - staff listed alphabetically and assigned (every fourth person) to one of four groups.

2. Schedule two log completion sequences for each Information System Reporting Period (one near the beginning, second near the end). This schedule should be prepared at the beginning of the reporting period and publicized so staff will have ample advance notice of their participation.

3. Divide each sequence into four one-week segments.

4. Assign one group to each segment.

5. Complete utilization logs during the assigned time. Record accurately the activities as they occur. Record time off and sick leave. If annual leave coincides with the log completion schedule the Project Director or Data Coordinator will schedule this assignment to a week immediately prior or subsequent to the leave period.

6. Each Day's total should add up to number of hours actually worked.

   Full Time: Staff member worked full eight hours on CFRP - eight hours would equal 100%

   Full Time/Part Time: Staff member worked full eight hours with only part of the full eight hours applied to CFRP - the two entries under CFRP total hours and other total hours would equal eight hours and 100%.

   Part Time: Staff member worked only part time but all part time devoted to CFRP - All hours worked will be entered under CFRP total hours and would equal 100%.

EXHIBIT VIII

Account Descriptions for Cost Study

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line Item on worksheet 4
31	Salaries and Wages Paid.	Charges to this account include the gross amount of employee salaries and wages paid and accrued (before any payroll deductions) including all payments for personal services of full-time, or temporary nature other than services provided as professional or technical consultants.	Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).	1A
32	Salaries and Wages Contributed.	Charges to this account include the gross amount of all contributed salaries and wages including the value of volunteer time contributed, as well as the actual cost of time contributed by employees paid by other agencies. Included also are all fringe benefits relative to time contributed by employees of other agencies such as payroll taxes, annual leave, and other normal employee benefits. (This account is separately established so that the other accounts under Code 30 will tie in with employee payroll records.)		1C
35	Employee Payroll Taxes.	Charges to this account are amounts paid or accrued for F.I.C.A. (O.A.S.I.) taxes, unemployment taxes, and other taxes based upon payrolls not including payroll taxes withheld from employees' earnings. (Individual accounts may be maintained for each type of tax.)		1A
36	Employee Benefits.	Charges to this account are amounts paid or accrued for benefits which are provided employees, including retirement contributions, hospitalization and life insurance, workmen's compensation, etc. (Individual accounts may be maintained for each type of benefit.)		1A
41	Consultants – Temporary Services.	Charges to this account are amounts paid or accrued for professional and technical consultants retained on a single engagement basis for projects of short-term nature not requiring a formal contractual relationship between the consultant and the grantee. Such services will normally be supported by a letter of authorization.		6
42	Consultants – Continuing Services.	Charges to this account include amounts paid or accrued for professional and technical consultants retained on a long-term or continuing basis for continuing counsel, research, training, or other projects authorized by formal contractual agreement. This account does not include administrative, professional advisory services but includes program-related services.		1B
43	Professional Services.	Charges to this account include amounts paid or accrued for administrative, professional services such as legal counsel, financial counsel, and auditing, etc. (As an example, the grantee legal counsel's services in preparing and reviewing contracts, leases, and general overall grantee legal advisory services would be included in this account; however, consultant legal service in connection with programs such as advisory services to the poor would be properly chargeable to Accounts 41 or 42 as applicable.)	Expenditures in this account will be charged to the Administrative category (6.0).	6

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line Item on worksheet 4
44	Bookkeeping and Data Processing Services.	Charges to this account include amounts paid or accrued for outside bookkeeping services and administratively related data processing services. This account does not include program related data processing services such as analysis of program data (which should be charged to Account 49). It includes fees for bookkeeping, write up of accounting records, posting of accounting records, and financial statement and report preparation, but not for auditing or professional financial advisory services. It includes fees for data processing of payrolls, disbursement analysis, or other accounting records and other nonfinancial data processing of general nature such as community statistical analysis, etc., not related to a specific program.	**Expenditures in this account will be charged to the Administrative category (6.0)**	6
49	Other Contract Services.	Charges to this account include amounts paid or accrued for other types of contractual services primarily consisting of personal services but possibly including other supporting costs as well. This account includes data processing fees for processing programmatic data and any program-related analysis services which might not be considered consulting services. This account does not include costs of delegate agency contractual services or of certain other services often furnished under contractual agreements such as maintenance, repair or janitorial services; equipment service agreements; photographic, typing and mailing services; or other nonprofessional, nontechnical services. (See Account 93 for treatment of these items.)		6
51	Employee Travel within Community.	Charges to this account include local transportation and parking costs such as bus or taxi fares and reimbursement for use of personally owned automobiles only for those personnel specifically authorized to travel for grantee purposes within the community served by the grantee. Included as reimbursement for personally owned automobiles are costs of gasoline, oil and other direct automobile expense preferably reimbursed on a flat mileage rate, plus actual parking expense incurred during local travel. Also included are local travel allowances to certain employees specifically approved as to duties and amount by the governing board, based upon sampling of actual local travel costs for such persons. Not included are any nontransportation or nonparking expenses incurred in connection with local travel such as meals, telephone calls, supplies, etc. These items should be reimbursed through petty cash fund and charged to proper accounts.	**Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).**	7

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line Item on worksheet 4
52	Employee Travel out of Town.	Charges to this account include all transportation costs and reimbursable nontransportation costs incurred by personnel while traveling on specifically authorized assignments away from the community served by the grantee. Included are air, rail, or bus fares between destinations; taxi, limousine, or bus fares to and from terminals and locations within cities visited, as well as transportation-related costs such as extra fees for baggage. Also included are per diem payments or costs of meals and lodging while in travel status, as well as other costs related to travel such as grantee business-related telephone calls, registration fees at seminars or professional meetings (if nominal in amount – large fees at educational seminars may be more appropriately regarded as tuition and charged to Account 94), minor postage and other grantee business costs. Not included are costs of supplies or publications purchased during travels, which should be charged to the appropriate Accounts 71 or 92. Personal costs such as personal telephone calls, laundry, entertainment, etc., are not allowed. Personal transportation costs within cities visited which are not related to grantee business, such as transportation to a particular restaurant or to visit friends at night, are not to be included. Also not included are any costs for meals and lodging in excess of $25.00 per day (prorated for partial days). Per diem payments of up to $25.00 per day (prorated for partial days) are included where authorized by grantee governing board in lieu of actual cost reimbursement. Also not included are costs of any travel not specifically related to grantee programs or administration.	**Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).**	7
53	Beneficiary Travel.	Charges to this account include cost of local public transportation to move beneficiaries from one site to another during the day or to provide beneficiaries who would otherwise be unable to participate in programs or services with transportation to and from site of grantee programs or services. In rare instances where no public transportation is available, private transportation (such as taxi or chartered bus for groups) may also be included. Not included are nontransportation costs and personal expenses of beneficiaries. In extremely rare circumstances beneficiary, out-of-town travel may be included where properly approved for program purposes. Charges to this account also include costs related to beneficiary travel other than transportation such as refreshments where groups of beneficiaries are en route from one local site to another and, in very rare instances, out-of-town meals and lodging where properly approved.		7

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line Item on worksheet 4
54	Other Travel	Charges to this account include the cost of local and out-of-town travel of board members. Local travel must be restricted to assignments or functions specifically applicable to their position as a board member. Out-of-town travel costs must be in consonance with policies of the CAA, subject to OEO limitations. Guidelines of acceptable out-of-town travel costs and cost limitations thereto are detailed in Account 52, Employee Travel – Out of Town. Approved travel costs of prospective employees and other non-employee type travel (independent contractors and consultants) are also to be charged to this account.	**Expenditures in this account will be charged to the Administrative category (6.0).**	7
61	Rental of Space	Charges to this account will include payments and accruals of rent for space or buildings occupied pursuant to lease agreements.	**Expenditures in this category, in most cases, will be charged to the Administrative category (6.0). However, if the expenditure can be determined as directly related to other specific categorical activities, the expenditure will be charged to the appropriate category.**	2A 2D
62	Leasehold Improvements and Repairs.	Charges to this account will include repairs and renovations to leased facilities or buildings, other than repairs and renovations furnished by lessor including special costs to convert space to meet program needs.		2D
63	Utilities	Charges to this account include payments for water, electricity, gas, heat, etc., which are not furnished by the lessor under the lease agreement.		2D
64	Maintenance	Charges to this account include payments for maintenance, janitorial, extermination and refuse collection services where not furnished by lessor of property.		2D
69	Other Space Costs	Charges to this account include payments for space-related costs such as security services, moving costs between locations, etc.		5B
71	Office Supplies and Minor Accessories.	Charges to this account include payments and accruals for all types of office supplies of consumable nature including writing instruments, ink, stationery, printed forms, reproductions and photocopying supplies, and all other supply items commonly used in office operation. Charges to this account also include payments and accruals for minor items of property or accessories used in office operation which cost $100.00 or less per unit and are purchased in insufficient quantities or total value to make property control practical. Such items are staplers, coat racks, desk trays, wastebaskets, etc.		4

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line Item on worksheet 4
72	Program Supplies and Minor Equipment.	Charges to this account include payments and accruals for consumable program supplies such as books, printed forms and materials, recreational supplies, educational supplies, films and visual aids, and other supplies used in day-to-day operation of grantee programs. Charges to this account also include payments and accruals for purchases of minor items of program equipment which cost $100.00 or less per unit and are purchased in insufficient quantities or total value to make property control practical. Such items are blackboards, easels, toys, minor recreational equipment, kitchen utensils, cookware, small appliances, and other minor equipment used in programs or demonstration projects.	Expenditures in this category, in most cases, will be charged to the Administrative category (6.0). However, if the expenditure can be determined as directly related to other specific categorical activities, the expenditure will be charged to the appropriate category.	5B 4
73	Beneficiary Supplies.	Charges to this account include payments and accruals for consumable supplies used by program beneficiaries other than food (see Account 74). These are personal articles such as clothing, bedding, toiletries, etc., used or consumed directly by program beneficiaries.	Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount till be charged to the Administrative category (6.0).	5B
74	Beneficiary Food.	Charges to this account include payments and accruals for food consumed by beneficiaries in connection with grantee programs. Normally this would consist of foodstuffs purchased and prepared for beneficiary consumption at the program site.	Expenditures in this account will be charged to the Nutrition category (1.3).	5A
75	Maintenance Supplies.	Charges to this account include payments for maintenance or janitorial supplies such as cleaning materials, soap, disinfectant, paper towels, etc.	Expenditures in this category, in most cases, will be charged to the Administrative category (6.0). However, if the expenditure can be determined as directly related to other specific categorical activities, the expenditure will be charged to the appropriate category.	5B

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line item on worksheet 4
76	Other Consumable Supplies.	Charges to this account include payments and accruals for special types of consumable supplies not classified in the preceding accounts.	Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).	5B
81	Equipment Purchased.	Charges to this account include payments and accruals for purchases of equipment including office machines, furniture, fixtures, program equipment and generally any nonconsumable item valued at over $100.00 per unit, as well as certain items valued at less than $100.00 which are purchased in sufficient quantities or total value to make property control practical. Examples of the latter might be 200 folding chairs valued at $12.00 each which individually would not be significant but which collectively should be controlled. (All equipment charged to this account must be recorded in property control ledger which will agree in total with this account balance.)		2B
83	Equipment Leased or Rented.	Charges to this account include payments and accruals for the rental or lease of equipment used by the grantee in administrative or program activities.		2B
91	Insurance and Bonding.	Charges to this account include payments of insurance premiums for all types of insurance which protect the grantee against loss but not including insurance for the benefit of employees (which is charged to Account 30). Also included are premiums paid for fidelity bond coverage.	Expenditures in this account will be charged to the Administrative category (6.0).	6
92	Publications, Printing and Subscriptions.	Charges to this account include payments and accruals for publications and books, subscriptions to periodicals, newspapers, etc., as well as printing costs of interim and annual grantee reports, newsletters and informational materials, recruitment materials, employee tests, etc. Not included are costs of printed accounting, procurement, personnel and other administrative forms (which should be charged to Account 71).	Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).	4 or 5B
93	Repairs and Other Services.	Charges to this account include payments and accruals for services including repairs and maintenance of office equipment and furniture, program equipment, photographic services, mailing and typing services, and other nonprofessional, nontechnical services. Not included are professional and technical services (which are charged to Accounts 41–49).	Expenditures in this category, in most cases, will be charged to the Administrative category (6.0). However, if the expenditure can be determined as directly related to other specific categorical activities, the expenditure will be charged to the appropriate category.	6

ACCOUNT DESCRIPTIONS

Code	Account Title Expenditures	Description	Program Category	Line Item on worksheet 4
94	Employee Development and Recruitment.	Charges to this account include payments and accruals for development of current employees such as dues to professional organizations, tuition and seminar fees, and educational programs, as well as for recruitment of new employees, including advertising for employees, relocation expenses or allowances, background and credit investigations, and other costs relative to improving, developing and securing personnel.	Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).	6
95	Beneficiary Costs.	Charges to this account include payments on behalf of program beneficiaries other than travel and consumable supplies such as tuition and educational fees, advertising program service availability, subsistence allowances paid while participating in programs, and other payments for the benefit of beneficiaries.		6
96	Telephone and Telegraph.	Charges to this account include payments for telephone instruments used and service facilities including installation costs and local and long distance charges, as well as telegraph, TWX, cables, and other electronic communications costs.	Expenditures in this account will be charged to the Administrative category (6.0).	2D
97	Postage, Freight, and Express.	Charges to this account include payments for postage including stamps and special handling costs, freight and express charges, and any other costs of transporting materials, documents, or communications. Not included are costs of transporting equipment purchased from manufacturer or seller to the grantee (which would be charged to Account 81 as a part of the cost of the equipment).	Expenditures in this category, in most cases, will be charged to the Administrative category (6.0). However, if the expenditure can be determined as directly related to other specific categorical activities, the expenditure will be charged to the appropriate category.	2D
98	Other Expenditures.	Charges to this account include payments and accruals for other administrative or program costs not classifiable to one of the foregoing accounts.	Expenditures in this account, in most cases, can be determined as directly related to specific categorical activities. If this determination can be made the expenditure will be charged to the appropriate program category. If, however, it cannot be determined specifically what program category is involved by the expenditure, the amount will be charged to the Administrative category (6.0).	

EXHIBIT IX

Cost Worksheet 1 (4 pages)

PERSONNEL DATA SHEET

A. Staff

Name	Title	% time on CFRP	Salary and wages	Fringe

PERSONNEL DATA SHEET

B. Consultants (Salaried)

Name	Title	% time on CFRP	Salary and wages	Fringe

PERSONNEL DATA SHEET

C. Consultants (contracted)

Name	Title	Daily rate

PERSONNEL DATA SHEET

D. Volunteers

Name	Value of Services

EXHIBIT X

Cost Worksheet 2 (1 page)

Worksheet 2

TRANSCRIPTION SHEET

Account No.	Date	Explanation	Program Category	Line item on worksheet	Source of Funds	Amount	Fixed or variable

EXHIBIT XI

Cost Worksheet 3 (5 pages)

NONCASH DONATIONS

Type of Noncash Donation	A. Factor (monthly fair market value of lease or rental of item)	B. Quantity (# months item has been in use during reporting period)	C. Total [A x B]	D. Actually Paid	E. Unused value at end of period	F. Amount donated for period [Col. C – (D+E)]	G. Program category item used for	H. Line item on worksheet
1. Space A. Free								
B. Reduced Rental Charges								

NONCASH DONATIONS

Type of Noncash Donation	A. Factor (monthly fair market value of lease or rental of item)	B. Quantity (# months item has been in use during reporting period)	C. Total [A x B]	D. Actually Paid	E. Unused value at end of period	F. Amount donated for period [Col. C — (D+E)]	G. Program category item used for	H. Line item on worksheet
2. Equipment and Furniture A. Free								
B. Reduced Rental Charges								

NONCASH DONATIONS

Type of Noncash Donation	A. Factor (monthly fair market value of lease or rental of item)	B. Quantity (# months item has been in use during reporting period)	C. Total [A x B]	D. Actually Paid	E. Unused value at end of period	F. Amount donated for period [Col. C – (D+E)]	G. Program category item used for	H. Line item on worksheet
3. Supplies A. Free	(Fair market value unit price of items)	(Number of items donated)		X				
B. Reduced Charges								

NONCASH DONATIONS

Type of Noncash Donation	A. Factor (monthly fair market value of lease or rental of item)	B. Quantity (# months item has been in use during reporting period)	C. Total [A x B]	D. Actually Paid	E. Unused value at end of period	F. Amount donated for period [Col. C – (D+E)]	G. Program category item used for	H. Line item on worksheet
4. Services A. Free								
B. Reduced Charges								

NONCASH DONATIONS

Type of Noncash Donation	A. Factor (monthly fair market value of lease or rental of item)	B. Quantity (# months item has been in use during reporting period)	C. Total [A x B]	D. Actually Paid	E. Unused value at end of period	F. Amount donated for period [Col. C – (D+E)]	G. Program category item used for	H. Line item on worksheet
5. Other A. Free				X				
B. Reduced Charges								

EXHIBIT XII

Cost Worksheet 4 (5 pages)

Report Period: From ____/____/____ to ____/____/____

CATEGORICAL COSTS

Category

WORKSHEET 4
PAGE 1

OMB No. 085-S-74013
Approval Expires: 30 June 1975

1. Personnel

List of personnel who are involved in Category (1)	Annual salary or wages (2)	Fringe benefits (3)	Total personnel costs (4)	Percent time spent on Category (5)	Amount of personnel cost to Category (6)	Source and Type of Funds Utilized											
						Head Start (7)		CFRP (8)		Other Fed. * (9)		Non-Fed. Matching* (10)		Non-Fed. In-Kind* (11)		[illegible] (12)	
						Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount
A. CFRP Staff																	
TOTALS																	
B. Consultants																	
TOTALS																	
C. Volunteers																	
TOTALS																	
D. Other (specify)																	
TOTALS																	
Grand Totals																	

*Use code numbers and identify source on back of sheet

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Column	Data Required	Data source
---	Category	Information System: Form III, Col. 1
1	List of personnel involved	Information System: Form III, Col. 2
2	Annual salary or wages	Program bookkeeper
3	Fringe benefits	Program bookkeeper
4	Total personnel cost	Col. 2 plus Col. 3
5	Percent time spent	Information System: Form III, Col. 4
6	Amount of personnel cost	Col. 4 multiplied by Col. 5
	Source type, amount, and percent of funds utilized - both fixed and variable	
7	Head Start	Program bookkeeper and Program Data Coordinator
8	CFRP	
9	Other Federal	
10	Non-Federal Matching	
11	Non-Federal In Kind	
12	Total of above	Program bookkeeper - Note: this amount should be the same as amount shown in Col. 6

FIXED COSTS - Program costs that do not change with program activity, costs that would be incurred regardless of number of families served and services provided; Ex: Facility Rental, Utilities, certain personnel costs, etc.

VARIABLE COSTS - Program costs that are based on the number of beneficiaries served. Ex: examinations, innoculations, meals for children, etc.

NOTE: Self provided services such as personal transportation should not be calculated in cost. Only costs for services provided by the program and other agencies should be used.

OTHER FEDERAL FUNDS

Federal funds utilized that are not specifically budgeted for the local Head Start and/or CFR programs. Examples: Funds from the National OCD Office as well as federal funds from any and all other sources such as Title I and IV-A, Department of Labor funds and other HEW funds.

NON-FEDERAL MATCHING

Most federally funded programs are required by law to match the federal funding with a certain percent of local non-federal funding (Head Start requires 20% local non-federal matching). When determining the dollar value of services other agencies provide for CFRP beneficiaries the other agency's non-federal matching requirement must be considered. For example Head Start teachers are in most cases paid for 100% by Head Start federal funds. However, the space used for the classroom may be paid for by 20% or even 100% non-federal local matching funds.

NON-FEDERAL IN-KIND

The dollar values of services or commodities donated to the CFRP or other agency which is not part of an agency's legal requirement for non-federal matching funds.

WORKSHEET 4

PAGE 2

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2. Facilities

1 List of Facilities Used for Category	2 Amount of Space and/or time facility was used	3 Cost or value of proportion of facility used	Source and Type of Funds Utilized											
			Head Start 4		CFR* 5		Other Fed. * 6		Non-Fed. Matching* 7		Non-Fed. In-Kind* 8		[illegible] 9	
			Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
A. Space														
TOTALS														
B. Equipment														
TOTALS														
C. Furniture														
TOTALS														
D. Other (specify)														
TOTALS														
GRAND TOTALS:														

*Use code numbers and identify source on back of sheet

INSTRUCTIONS FOR FORM W-1 -- PAGE 2

Column	Data Required	Data Source
1	List of facilities used	Data coordinator
2	Amount of space and/or time facilities were used	Data coordinator
3	Cost or value of proportion of facility used	Program bookkeeper
	Source, type, amount, and percent of funds utilized - both fixed and variable	
4	Head Start	Program bookkeeper and Data Coordinator
5	CFRP	
6	Other Federal	
7	Non-Federal Matching	
8	Non-Federal In Kind	
9	Total of above	Program bookkeeper - Note: this amount should be the same amount as shown in Col. 3

WORKSHEET 4
PAGE 3

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3. Staff Training

(Not applicable except for Staff Training Categories)

1 List of Training Activities	2 List of Participants	3 Amount of time involved for each activity	4 Value of time including value of participant's time	5 Total costs of training activity	Source and Type of Funds Utilized											
					Head Start 6		CIAP 7		Other Fed. * 8		Non-Fed. Matching* 9		Non-Fed. In-Kind* 10		[illegible] 11	
					Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable		
					Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
TOTALS:																

4. Program Materials (Reusable)

List of Program Materials 1	Total Cost of Materials 2	3		4		5		6		7		8	
TOTALS:													

*Use code numbers and identify source on back of sheet

Column	Data Required	Data Source
	STAFF TRAINING	
1	List of training activities	Program Data Coordinator
2	List of participants	
3	Amount of time involved for each activity	
4	Value of time including value of participant's time	Program bookkeeper and Data Coordinator
5	Total costs of training activity	Col. 3 plus Col. 4
	Source, type, amount, and percent of funds utilized - both fixed and variable	
6	Head Start	Program Bookkeeper and Data Coordinator
7	CFRP	
8	Other Federal	
9	Non-Federal Matching	
10	Non-Federal In Kind	
11	Totals of above	Program bookkeeper - Note: this amount should be the same as amount shown in Col. 5
	PROGRAM MATERIALS (REUSABLE)	
1	List of program materials	Data coordinator
2	Total cost of materials	Program bookkeeper
	Source, type, amount, and percent of funds utilized - both fixed and variable	
3	Head Start	Program Bookkeeper and Data Coordinator
4	CFRP	
5	Other Federal	
6	Non-Federal Matching	
7	Non-Federal In Kind	
8	Totals of above	Program bookkeeper - Note: this amount should be the same amount as shown in Col. 2

5. Consumable Supplies

WORKSHEET 4

PAGE 4

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List of Consumable Supplies 1	Total Cost of supplies 2	Source and Type of Funds Utilized											
		Head Start 3		CFDP 4		Other Fed. * 5		Non-Fed. Matching *5		Non-Fed. In-Kind* 7		Totals 8	
		Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount
A. Food													
TOTALS													
B. Other (specify)													
TOTALS													
GRAND TOTALS													

*Use code numbers and identify source on back of sheet

INSTRUCTIONS FOR FORM W-1 -- PAGE 4

Column	Data Required	Data Source
	CONSUMABLE SUPPLIES	
1	List of consumable supplies	Data coordinator
2	Total cost of supplies	Program Bookkeeper and Data Coordinator
3	Source, type, amount, and percent of funds utilized - both fixed and variable Head Start	
4	CFRP	
5	Other Federal	
6	Non-Federal Matching	
7	Non-Federal In Kind	
8	Totals of above	Program bookkeeper - Note: this amount should be the same as amount shown in Col. 2

WORKSHEET 4
PAGE 5

OMB No. 085-S-74013
Approval Expires: 30 June 1978

6. Contract Services

1 List of Contract Services	2 Total Cost of Service	Source and Type of Funds Utilized											
		Head Start 3		CSRP 4		Other Fed. * 5		Non-Fed. Matching* 6		Non-Fed. In-Kind* 7		Totals 8	
		Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Fixed Amount	Variable Amount	Amount	Amount
Medicaid payments (show amount and identify in column 5) #served													
TOTALS													

7. Travel

List of Travel Activities 1	Total Cost of Travel 2	3		4		5		6		7		8	
TOTALS													

*Use code numbers and identify source on back of sheet

Column	Data Required	Data Source
	CONTRACT SERVICES	
1	List of contract services	Program bookkeeper and data coordinator
2	Total cost of service	Program Bookkeeper
	Source, type, amount, and percent of funds utilized - both fixed and variable	
3	Head Start	Program Bookkeeper and Data Coordinator
4	CFRP	
5	Other Federal	
6	Non-Federal Matching	
7	Non-Federal In Kind	
8	Totals of above	Program bookkeeper - Note: this amount should be the same as amount shown inCol. 2
	TRAVEL	
1	List of travel activities	Program bookkeeper and data coordinator
2	Total cost of travel	Program bookkeeper
	Source, type, amount, and percent of funds utilized - both fixed and variable	
3	Head Start	Program Bookkeeper and Data Coordinator
4	CFRP	
5	Other Federal	
6	Non-Federal Matching	
7	Non-Federal In Kind	
8	Totals of above	Program bookkeeper - Note: this amount should be the same as amount shown in Col. 2

EXHIBIT XIII

Categorical Cost Sheet (1 each category)

CATEGORICAL COST DATA FOR _____
Category

Categorical Cost Report

OMB No. 085-S-74013
Approval Expires: 30 June 1975

Item	Source: Fixed or Variable	Head Start		CFRP		Other Fed. *		Non-Fed. Matching*		Non-Fed. In-kind*		Other*	
		Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1. Personnel													
Salaries and Wages													
Fringe Benefits													
Consultants													
Volunteers													
2. Facilities													
Space													
Equipment													
Furniture													
3. Staff Training													
4. Materials (Reusable)													
5. Consumable supplies													
Food													
Other (specify)													
6. Contract Services (Specify)													
Medicaid Payments													
7. Travel													
TOTALS													
Grand total amounts from each source:													

EXHIBIT XIV

Program Cost Report (1 each program)

TOTAL COST DATA FOR _____
Program

Report Period: From ____/____/____ to ____/____/____

OMB No. 085-S-74013
Approval Expires: 30 June 1975

Program Cost Report

Item / Source: Fixed or Variable	Head Start Fixed Amount	Head Start Variable Amount	CFRP Fixed Amount	CFRP Variable Amount	Other Fed. * Fixed Amount	Other Fed. * Variable Amount	Non-Fed. Matching* Fixed Amount	Non-Fed. Matching* Variable Amount	Non-Fed. In-Kind* Fixed Amount	Non-Fed. In-Kind* Variable Amount	Totals Fixed Amount	Totals Variable Amount
1. Personnel												
Salaries and Wages												
Fringe Benefits												
Consultants (salaried)												
Volunteers												
2. Facilities												
Space												
Equipment												
Furniture												
3. Staff Training												
4. Materials (Reusable)												
5. Consumable supplies												
Food												
Other (specify)												
6. Contract Services (Specify)												
Medicaid Payments												
7. Travel												
TOTALS												GRAND TOTAL
Grand total amounts from each source:												

EXHIBIT XV

Cost Data on Food Programs (1 each program).

COST DATA ON FOOD PROGRAMS

Food Program Cost Report

OMB No. 085-R-14013
Approval Expires: 30 June 1975

A. Food Programs for Children

(1) List each type of food program serving CFRP children	(2) Indicate # of CFRP children served by type of meal: Breakfast	Lunch	Supper	Between meal supplement	Other	(3) Total # of CFRP children served by program	(4) Total cost of program for period covered by this report (including labor)	(5) Total cost of program per day including labor (col. 4 ÷ by # of days meals served in this period)	(6) Average cost per child per day including labor (col. 5 ÷ by col. 3)	Source and type of funds utilized: (7) Head Start	(8) CFRP	(9) Special food service program	(10) School lunch program	(11) USDA surplus commodities	Other (specify) (12)	(13)	(14) Other Fed.*	(15) Non-Fed. Matching	(16) Non-Fed. In-Kind*	(17) Total All Sources
TOTALS																				

*Use code numbers and identify source on back of sheet.

B. Food Programs for Families

(1) Type of Food Program	(2) Number of CFRP children served	(3) Number of CFRP Families served	(4) Total cost of program for period covered by this report	Total (5) received by all CFRP families per day	Aver- (6) age cost per CFRP family served per day	(7) Average cost per CFRP child served per day
Food Stamps						
USDA Surplus Commodities						
TOTALS						

SPECIAL COMPUTATION NOTES:

Column 5:
Total cost of program for period covered by this report (col. 4) divided by number of days in period covered.

Column 6:
Amount in col. 5 divided by number of families served (col. 3).

Column 7:
First: Determine average number of CFRP children per family by dividing total number of CFRP children served (col. 2) by the number of CFRP families served (col. 3). This will indicate the average number of CFRP children per family served.

Second: Divide the average number of CFRP children (determined by first step) into the average cost per CFRP family (col. 6).